



OAKFIELD SCHOOL

6. Safety and Supervision on School Journeys

Review Date:	June 2019
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POLICY STATEMENT

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Oakfield as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

Every pupil at Oakfield has the opportunity to benefit from educational visits. This should form a significant part of the work undertaken with pupils during normal school hours, supporting the curriculum wherever practical. In addition, educational visits will form the basis of much of the evening activities programmes planned to support the identified needs of pupils.

Oakfield ensures that all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part and comply with Hull City Council Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE (2016) and the Department of Education's Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (February 2014) and any subsequent revisions. Oakfield staff will ensure where appropriate further advice is sought from the Local Authority Educational Visits Advisor and other technically competent personnel.

PROCEDURE

Approval

All visits have a clear educational purpose and are linked to the school aims, curriculum policies and pupils' individual needs.

Where possible, they are planned and approved well in advance in accordance with visits planning procedures. This is particularly important in cases where LA approval needs to be sought.

All staff that are involved with the visits process should have access to the EVOLVE website. Governors will be informed of all residential and where necessary, adventurous visits, and will have oversight for the visits process in accordance with LA guidance. In many cases, due to the sheer number of visits undertaken, this may take the form of retrospective information given in the Headteacher's reports. Where appropriate, individual members of the Governing Body may be given Read Only EVOLVE accounts in order to fulfil their role with respect to visits.

The Headteacher will be responsible for authorising all visits in accordance with the LA notification and approval procedure (although some of these will be delegated to individual staff under the supervision of a line manager).

The Headteacher will ensure that all visits are approved prior to departure in line with the LA notification and approval procedure.

A named Educational Visits Coordinator (EVC) will be appointed.

The EVC will manage the school EVOLVE account and provide access to and training for staff and Governors on the system.

The EVC will identify and record with the minimum paperwork and using EVOLVE where appropriate, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders.

The EVC will approve leaders, visit planning, risk assessment, management and evaluation of all visits. There will be a named Visit Leader (and where appropriate, deputy) on all visits.

All staff named as visit leaders on EVOLVE forms will have been made aware through training of the requirements of this policy and procedures document (6. Safety and Supervision on School Journeys).

The Visit Leader will ensure sufficient, appropriately competent and appropriately vetted staff and volunteers accompany the visit in accordance with the risk assessment and LA guidance. They will be briefed before and during the visit, as appropriate.

The Visit Leader will ensure risk assessment and risk management are undertaken before and during the visit and recorded where appropriate.

The Visit Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.

Visit Leaders will ensure a named person, emergency procedures, contingency arrangements and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.

Many activities, particularly in the evenings, are undertaken as part of a 24 hour curriculum. However, where a visit is planned that is significantly outside these “normal activity” parameters then the planning will include parental briefings and the request for permission. Visit Leaders will, where possible, undertake exploratory visits and/or make enquiries in line with LA guidance, if using new venues and/or providers.

The Visit Leader will ensure that the visit has been approved before departure in accordance with the LA notification and approval procedure.

Parents

The school prospectus will give parents details about Education Visits practice, safety and procedures etc.

Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details. This will take the form of a generic letter of consent for many activities planned as part of the regular 24 hour curriculum.

Parental permission will still need to be sought for relevant adventurous activities and residential camps.

Where appropriate and/or if requested all written information (risk assessments, planning and procedures etc) will be shared with parents.

Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances. It may also be necessary to explain to parents that their child will not be attending a trip/visit due to their recent unacceptable behaviour or to the risk posed by their inclusion.

Pupils

Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.

Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

Conclusion

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

Planning Process.

This process should be followed for every off site trip organised outside the school grounds. However, it is not intended that completing paperwork should ever get in the way of enhancing the curriculum for pupils. The following guidelines are intended to help and streamline the process therefore so that staff at Oakfield can focus on planning activities with the minimum of extra work and yet ensure the safe enjoyment of pupils and staff on all trips. By following through the process at least once staff should find that the process of completing all necessary planning becomes far more streamlined and that, in the unfortunate event of an incident, there are procedures already in place to help staff to deal with it.

Prior to any visit:-

Step 1

Once a trip has been suggested, the first step must be to inform the line manager or department head to discuss basic arrangements such as groupings, dates, venues etc. At this stage it may be decided that the trip is part of the normal school day or evening activities and an EVOLVE form is not necessary. However, the same guidelines apply in terms of staffing, suitability of trip to the group and any risk assessments that should be consulted / amended. It is also essential to check that trips fall within the agreed areas covered in the blanket approval letters from parents. (If in any doubt then follow the process in EVOLVE.)

A detailed explanation of activities, locations journeys that are deemed part of the normal school day/evening activities can be found in Appendix 1. If a short local visit is planned that does not conform exactly to the examples laid down in the list given then it may still fall within this category. (Some measure of common sense has to be applied here). Pupils using the pass system will automatically be included in this system.

Step 2 (If the visit requires an EVOLVE form.)

Log onto https://evolve.edufocus.co.uk/evco4/evchome_public.asp?domain=hullvisits.net and enter user name and password

Complete form **Educational Visits and Off-site Activities Planning and Monitoring Checklist M4** or at least be mindful of its content, downloaded from **EVOLVE/Guidance**. Certain elements will be left blank at this stage and completed later, before the trip actually goes out.

Step 3

Decide on the **Category of visit** (See list and instructions on **EVOLVE** website under Appendix 1 see also current list of **Adventurous & Higher Risk Activities**. If at all unsure at this stage discuss with a member of the school leadership team.

Follow the steps through the system until it lets you submit the visit to the EVC. If your visit requires urgent attention then it is a good idea to tell a member of the school leadership team in person that you need them to look at the visit for you.

Additional notes

These are mainly for further explanation of stages of the EVOLVE process and are not a complete list of all questions that may need answering.

Staffing

Ratios planned for trips at Oakfield School are usually well within the guidelines for Hull but please bear in mind any specific pupils who may require individual attention/supervision. Staff should be chosen with regard to the sex/age of the group and the activities chosen. It is also essential that adequate supervision of pupils in the transport is catered for. If using a minibus a reserve driver is considered or alternative plans are made for long distance trips (over 60 miles) or those with an overnight stay.

External providers

If using an external provider the visit will need to be approved by the Educational Visits Advisor. This is often a very quick process if the provider is well known and frequently used. However, where a new provider is used this may take some time so please bear this in mind and plan early. You will also need to add details to the database if the provider is unlisted. If you are using an external provider for adventurous activities that require a licence such as rock climbing then the provider will have to be licensed under AALA and this licence number should be added to the information. Obtain a Provider Enquiry Form (PE1) if at all unsure.

Adventurous activities led by staff

These require the completion of an Activity Leader Form (ALF). Please add as much information as possible here, particularly of previous experience and qualifications. Also include any preparation that the pupils have had in the form of training or prior experience.

Attendees and Staffing

All boxes must be completed even if the answer is 0 otherwise you will not be able to complete and submit the form.

Other Documents

These must all be completed as a **Yes**. Visit leaders must make sure that all of these are complete prior to the visit and any documentation placed in a staff folder. **Parental consent** can be obtained for some of the activities undertaken at Oakfield School (eg ice skating) using the generic letter signed by parents/carers when the pupils are admitted into Oakfield School. However, activities that take pupils to unfamiliar venues out of the County are out of normal school hours for individual pupils or those that involve adventurous activities not covered by the generic letter will require a specific letter and parental permission to be given. There are example letters on the EVOLVE website that can be used. **If in any doubt get specific permission for your trip.** If you say that you have these documents then it is the visit leader's responsibility to **make sure that you have them.**

Emergency Home Contacts

Enter the details for the Head Teacher here and mention that the number is a 24 hour number that covers all of the timescale that the visit will take place. If that is not the case then you will need to **make arrangements** for someone to be on the end of a phone and enter their details in the box provided i.e. **trips planned over the weekend or during the holidays.**

Risk Assessments.

These can often be completed using the **generic risk assessments from** the lists in EVOLVE. However, please make sure that your risk assessment only contains information relevant to your trip. Do not leave in sections that clearly do not apply. In addition, it should be used as a working document throughout the trip and any major **changes** such as a change of venue or inclusion of a pupil requiring more individual attention **should be added**. Risk assessments should be **read by all staff involved in a trip** and if necessary notes added to them during the visit. **(A risk assessment that just sits in a folder is not performing any function until it is read and understood.)** It is a good idea to share the risk assessment with pupils as well. Completed risk assessments should then be added to the EVOLVE form if using the green **+ Document** button. Once a trip has been completed they should be added to the **Risk Assessment Folder.**

Visit Leader Declaration

You are ticking yes to confirm that you are able to complete form **M4** (in the EVOLVE guidance) section saying **yes to all sections.**

Attachments

You are free to attach any documents that may be relevant here but do not have to for the process to be completed. Documents that have been included in previous submissions have been lists of venues or an itinerary. This is particularly relevant for summer camps where multiple activities and venues are used. **Please note that it is now a requirement that Risk Assessments are added as attachments for the visit to be approved.**

Repeat activities

Where activities are repeated weekly they can be covered by one form with the additional dates added.

Incidents or near misses

Where incidents occur during educational visits or where something of concern happens that highlights an area of planning that needs to be reviewed these should be recorded. Staff should consider anything that needs to be reported back to their line manager and the EVC. Incidents that involve a near miss due to pupils' behaviour should be recorded in their on-line diaries and consideration should be given to amending their risk assessment and/or their positive handling plan.

This Policy was reviewed June 2017.

Signed:

Lee Morfitt (Chair of Governors)

Appendix 1

Visits that do not require EVOLVE forms to be completed

Many of the activities that involve short periods of time in the local area in familiar locations will not require an EVOLVE form being completed. Many of these form part of the regular provision of activities outside school time and, by their very nature are sometimes organised in response to pupils' immediate needs or the weather etc.

They must also be **approved by a member of the school leadership team prior to going off site**. If this person is unsure of the process then they can consult the EVC. The activity sheet must have clear details of venue, group names, staff names and a contact telephone number for staff whilst out. There are mobile phones in school for staff to use if they don't wish to use their own. The same process applies to short visits outside the school grounds during school time (e.g. visit to the library.) It is still vital that all appropriate checks are in place for these visits. Where appropriate, **risk assessments need to be in place**, including those that are specific to individual pupils and **all staff involved in the activity/visit should be aware of their content**. Parental permission will not normally be required as the activity should be covered by the generic letter already held in school. However, staff should use their judgement as to whether parents should be informed of particular visits. On return to school the activity sheet can be signed off and placed in the folder to be kept as a record of previous visits.

It is important to note that ALL visits, however short, local or regular should be treated with the same degree of careful planning if pupils are to remain safe. The recording process therefore needs to be as rigorous as it would be for a longer, more adventurous visit.

A few example visits can be found below. However these can only be taken as examples and not as an exclusive list. There must also be a degree of common sense applied to words such as "local" as it is impossible to be totally prescriptive. It is also important for senior staff to consider whether a trip does in fact need an EVOLVE form completing at this stage.

If in any doubt then go through the process to be on the safe side.

Some examples of visits that do not require an EVOLVE, could include; Local Shops, Parks, Leisure Centres and local walks and bicycle rides.