

1. Statement of purpose

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

2. Introduction

- 2.1 Each academy in the trust provides many opportunities to enrich the curriculum for its pupils/students through off-site activities and educational visits such as sports matches with other schools, skiing, field study and theatre trips and visits to foreign countries.
- 2.2 The trust strongly supports and encourages Off-site and Educational Visits. It recognises their value and they regard the health and safety of those involved in activities and visits as paramount. Off-site activities and educational visits must be well managed with responsibilities for relevant procedures clearly recognised and followed.
- 2.3 This document outlines the specific policies and procedures for each academy in the trust. It supplements and follows the guidance, regulations and advice contained within the following publications:
- East Sussex County Council's Off-site Activities and Educational Visits: Regulations and Guidelines (for academies in East Sussex)
 - West Sussex County Council's Regulations and Guidance for Off-site Activities (for academies in West Sussex)
 - Department for Education's Health and safety: advice on legal duties and powers
 - Health and Safety Executive's School trips and outdoor learning activities: Tackling the health and safety myths
- 2.4 Each academy in the trust should sign up to their local authority's Outdoor Education service level agreement or an alternative approved supplier (to be determined in conjunction with the trust's Estates and Facilities Management team) and follow the associated advice, procedures and approval arrangements provided by that approved Outdoor Education supplier to ensure that off site visits are safe, enjoyable and successful.
- 2.5 Each academy will identify a member of staff who undertakes the role of 'Educational Visits Co-ordinator (EVC). The EVC is responsible for liaising with the approved Outdoor Education supplier.

3. Parental consent to off-site activities

- 3.1 Written consent from parents/carers is not required for pupils/students to take part in the majority of off-site activities organised by an academy (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at the academy. However, parents will be advised where their child will be at all times and of any extra safety measures required.
- 3.2 Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. Each academy may invite parents to complete a 'one off' consent form - 'Consent form for academy trips and other off-site activities' (Annex A) - when their child enrolls at the academy. This will cover a child's participation in any of these types of activities throughout their time at the academy. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

- 3.3 Parents/carers 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.
- 3.4 Further information and permission may be sought from parents/carers prior to specific off site activities in accordance with the procedures & regulations of the approved Outdoor Education supplier

4. Rationale for Off-site Activities and Educational Visits

- 4.1 Off-site Activities and Educational Visits enhance learning and provide realistic situations to use and develop knowledge, understanding and physical, emotional and social skills.
- 4.2 Each academy aims to ensure that these take place in the most appropriate safe environmental circumstances.

5. Roles and responsibilities

5.1 The Board of Trustees

- Has overall responsibility for the Health and Safety of all pupils/students and staff
- On its behalf, the trust's Estates and Facilities Management team confirms that each academy has appointed an approved Outdoor Education supplier so that appropriate advice, procedures and approval arrangements are in place for all off site visits.

5.2 Professional Services

- The Trust Health & Safety Officer will approve specific off-site activities and educational visits that are residential, hazardous or overseas, where required by the approved Outdoor Education supplier's procedures

5.3 The Principal

- Appoints an approved Outdoor Education supplier, in conjunction with the trust's Estates and Facilities Management team
- Ensures that the management of activities and visits meets the regulations and guidance provided by the approved Outdoor Education supplier, DfE and others, as well as conforming to the trust's own health and safety policy
- Ensures that the Trust Health & Safety Officer is kept appropriately informed
- Ensures accreditation or verification of providers has been checked
- Ensures that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- Approves all off-site activities and educational visits in accordance with the approved Outdoor Education supplier's procedures & regulations
- Approves all off-site activities and educational visits that are residential, hazardous or overseas in accordance with the approved Outdoor Education supplier's procedures & regulations, in conjunction with the Trust Health & Safety Officer as required.

5.4 The Educational Visits Co-ordinator (EVC)

- Supports the Principal in the management of and evaluation of educational visits
- Liaises with the approved Outdoor Education supplier where appropriate
- Is involved in educational visit management in order to ensure that this policy and the procedures & regulations of the approved Outdoor Education supplier are followed and to confirm that adequate risk assessments have been carried out
- Is able to confirm that the leadership of the visit is appropriate and check staff qualifications, including accompanying staff and volunteers
- Organises the training of leaders and volunteers
- Ensures thorough induction of staff and volunteers new to the visit

- Ensures procedures for Disclosure and Barring Service checks are in place as necessary
- Ensures arrangements for liaison with parents and obtaining consent are effective
- Ensures the academy has robust emergency procedures in place and knows how to liaise with the Academy Leadership Team should an emergency occur
- Ensures the academy complies with the trust requirements for reporting incidents and accidents (including 'near misses') by the completion of an Incident Report Form
- Uses and applies suitable record keeping practices for students and leaders off-site
- Learns from previous experience, recording successful practice and contacts, and is able to use and assimilate them, in particular where staff personnel change
- Monitors, evaluates and reviews, establishing a clear picture of current practice, is able to both report on successes and set targets for improvement and is ready to intervene where practice is incorrect or unsatisfactory.

5.5 Academy Business Manager or other designated member of support staff

- Supports the Educational Visits Co-ordinator in the fulfilment of the procedures & regulations of the approved Outdoor Education supplier and notifies the Principal of any discrepancies or omissions.

5.6 The Curriculum Leader/Key Stage Leader:

- Satisfies themselves that the activity or visit meets the demands of the curriculum or educational requirements of the academy
- Follows the procedures & regulations of the approved Outdoor Education supplier as required.

5.7 The Group Leader:

- Is approved to carry out the visit by the EVC, suitably competent and knowledgeable about the trust's policies and the procedures & regulations of the approved Outdoor Education supplier
- Follows the procedures & regulations of the approved Outdoor Education supplier as required
- Assesses the risks with the EVC
- Defines the roles and responsibilities of the staff and pupils/students and ensures effective supervision of what they do
- Has information on the pupils/students taking part in order to risk assess their suitability for the visit or specific activity
- Considers stopping the visit if the risk to the health and safety of the pupils/students or staff is unacceptable and has in place procedures for such an eventuality
- Has the necessary information for each pupil/student and member of staff in the case of an incident/emergency
- Ensures the staff have details of the academy's base contact for activities and visits that extend beyond academy hours
- Ensures the staff and others have details of the pupil's/student's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Ensures any first aid treatment is recorded in the academy's First Aid book
- Seeks feedback from the staff, pupils/students and their parents on the activity or visit using an Evaluation of Activities and Visits Form (see Annex B for an example).

5.8 Parents

- Provide the leader with emergency contact details
- Provide information about their child's emotional, physiological and physical health which may be relevant to the visit
- Authorise a member of the academy 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
- Give or decline consent for their child and their image to being taken and used in academy presentations, displays, booklets, newsletters, website or publicity
- Agree the arrangements for sending a pupil/student home early and who will meet the cost
- Read and complete associated consent forms for off site activities and visits
- Are invited to give feedback on the activity or visit using an Evaluation of Activities and Visits Form (see Annex B for an example).

5.9 Pupils/Students:

- Must not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- Wear academy uniform on all activities and visits unless teachers have given permission for alternative dress more suitable for the activity
- If abroad, are 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 group leader or supervisor
- Where appropriate (depending on the age of the pupil/student) sign The Academy's Student Code of Conduct (Annex C)
- Where appropriate (depending on the age of the pupil/student) are invited to give feedback on the activity or visit using an Evaluation of Activities and Visits Form (see Annex B for an example).

6. Guidance notes for Off-site Activities and Educational Visits

6.1 To ensure good practice and to comply with the necessary regulations:

- All group leaders must familiarise themselves with the procedures & regulations of the approved Outdoor Education supplier
- The EVC must be involved in discussing plans for any off-site activity at an early stage
- The EVC and Principal must ensure that procedures & regulations of the approved Outdoor Education supplier are followed for all off site activities and educational visits
- 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

6.2 A pre-visit is recommended to support the risk assessment process and should be carried out whenever possible. If volunteers are being used for the visit, they need to be fully briefed and a DBS check must be carried out. The parents must be informed of the type of transport used. Use of any form of transport (public, coach, mini-bus, private car, rail, aircraft etc) must accord with the procedures & regulations of the approved Outdoor Education supplier. Seat belts must be worn in all vehicles.

6.3 If the visit is mainly within academy hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for. Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the students are taking belongings, the activity is potentially hazardous and the visit is abroad. Parents should be informed of the insurance arrangements.

6.4 The minimum supervision ratios needed to meet the requirements are summarised in the table below. The group leader must consider the pupils/students involved, the type of activities, the site and the experience and competency of the supervising adults. Supervision ratios and qualifications guidance for non-hazardous ventures are as follows:

Activity Qualifications/staffing Ratios Notes

Local visits – in the local area, close to support at the base

- an experienced group leader
- other qualified leader(s) (numbers as required)
- other responsible adult(s) in support
- a minimum of two leaders required, except in exceptional circumstances
 - 1 adult for every 4 pupils under 5 years of age
 - 1 adult for every 6 pupils in academy Years 1 - 3
 - 1 adult for every 10-15 pupils in academy Years 4 - 6

- 1 adult for every 15-20 students in academy Year 7 upwards
- A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults.

Day visits – more than 60 miles or one hour from base

- an experienced group leader
- other qualified leader(s) (numbers as required)
- other responsible adult(s) in support
- a minimum of two leaders required
 - 1 adult for every 4 pupils under 5 years of age
 - 1 adult for every 6 pupils in academy Years 1 - 3
 - 1 adult for every 10-15 pupils in academy Years 4 - 6
 - 1 adult for every 15-20 students in academy Year 7 upwards

Residential visit, UK or abroad, and visits abroad

- an experienced group leader
- other qualified leader(s) (numbers as required)
- other responsible adult(s) in support
- a minimum of two leaders required
 - 1 adult for every 4 pupils under 5 years of age
 - 1 adult for every 6 pupils in academy Years 1 - 3
 - 1 adult for every 10 students in academy Year 4 upwards

These ratios do not include the centre/ residential base staff

As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2.

6.5 In an emergency, the group leader needs to:

- Ensure the pupils/students are safe
- Contact their emergency contact person and give them the relevant details
- Follow the Major Incident procedures of the approved Outdoor Education supplier.

6.6 It is recommended that for off-site visits there is a valid First-Aider and a first-aid kit is carried.

6.7 For any outings with Early Years children there must be at least one person who has a current paediatric first aid certificate (PFA).

7. Review

7.1 The policy and procedures are reviewed regularly and when new, pertinent information is received from the approved Outdoor Education supplier, DfE, HSE or other statutory bodies.

8. Policy status and review

Written by	Director of Policy & Governance
Owner	Director of Policy & Governance
Status	V1 = Approved (HAT) V1a = Approved (HAT) V2 = Approved (HAT and UoBAT) V2a = Merger editorial changes 1 September 2017 V3 = approved
Approval date	V1 = 23/6/11 (HAT Board of Directors) V1a = February 2015 (minor amendments to terminology only) V2 = 9/11/16 (HAT Resources Committee); 14/11/16 (UoBAT Resources Committee) V2a = Merger editorial changes 1 September 2017 V3 = RAC 14-12-17
Review date	2021/22

Consent form for academy trips and other off-site activities

Academy:

Please sign and date the form below if you are happy for your child <name of the child>

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - o all visits (including residential trips) which take place during the holidays or a weekend
 - o adventure activities at any time
 - o off-site sporting fixtures outside the school day,
 - o all off-site activities for nursery schools.
- The academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the academy that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child <name of child> suffers from and any medication my child should take during off-site visits:

Signed

Date:

Evaluation of Activities and Visits Form

Academy:

To students and their parents and staff on the activity or visit

It is important that we monitor, evaluate and review the quality and value of the activities and trips students go on. By doing this, we can ensure the quality and value of future trips.

Accordingly, we would appreciate it if you could complete this evaluation form and return it to:

(the Group Leader) by
(date)

Activity or Visit

Date of Activity or Visit

How would you rate the Activity or Visit:

Very Good Good OK Poor Very Poor

The information you received about the activity or visit

The travel arrangements

The venue

The food (unless a packed lunch was taken)

The educational value

The behaviour of the students

The activity or visit overall

Would you recommend the activity or visit be repeated for other groups of students? Yes / no

Could improvements be made to the activity or visit? Yes / no

If yes, please give details of the improvements that could be made.

Please add any additional comments

Signed _____ (you may leave this blank)

Thank you for taking the time to complete this form. Your views are valued.

Student's Code of Conduct for all Off-site Activities and Visits

Academy:

Activity and/or visit to: From (date): To (date):

Introduction

The teachers in the Academy work hard to ensure that you benefit from a range of activities and visits which take you out of the classroom for a few hours or longer. These activities and visits are arranged to give you the opportunity to increase your knowledge, skills and understanding of Academy subjects and to afford you new experiences, both in life and learning.

It is essential that you accept and follow this Code of Conduct. By doing so you will contribute to a successful and enjoyable time for yourself, other students and the adults involved in the activity or visit.

Code of Conduct

I understand that I must:

- Follow Academy rules regarding behaviour and conduct at all times;
- Behave as a representative of my family and Academy and when abroad as a representative of the United Kingdom;
- Show courtesy and consideration to everyone on the activity or visit and to other people I come into contact with;
- Show respect for other people's property;
- Wear the correct Academy uniform, unless permission has been given for alternative dress more suited to the activity;
- Follow all directions given by the accompanying adults;
- Wear my seatbelt when in cars, minibuses, coaches and aircraft;
- Not distract the driver of vehicles;
- Be where I am supposed to be at the given times;
- Stay in the group to which I have been allocated and not wander off by myself;
- Know how to find the rest of the group if I do get lost e.g. by having someone's mobile phone number;
- Take special care where I am and what I am doing so I do not put myself or others at risk;
- Be aware of the any possible dangers e.g. from water, fire, heights, traffic, animals, poisonous plants, the public, glass, barbed wire, uneven surfaces etc both to myself and others;
- Alert others if I notice anything that is suspicious or dangerous;
- Not have weapons, cigarettes, tobacco, lighters, matches, drugs, alcohol or fireworks in my possession;
- Not smoke, drink alcohol, take drugs or gamble.

I agree to follow this Code of Conduct.

Signed

Date

Name