

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Offsite Trips & Activities Policy

Adopted by Ethos Committee: May 2023

Reviewed by Full Governing Body: July 2023

Next Review Date: May 2024

SCHOOL POLICY ON EDUCATIONAL & OFF-SITE VISITS

St Cuthbert Mayne School



Much of the school's Educational and Off-site visits policy is based on Torbay Council's and Devon County Council's exemplar Health and Safety Policy that adheres to the Outdoor Education Visits & Off-Site Activities Health and Safety Policy (OEVOSA), September 2022 (a copy of which can be found in the document section of the Evolve system at <https://evolve.edufocus.co.uk>). If you require additional help or guidance with any of this policy, please refer to the Educational Visits Coordinator, Paul Chapman (PCH).

This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteacher are responsible.

The Governing Body endorses the Devon County Council /Torbay Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022" as the basis for the school's health and safety policy for the management of visits and off-site activities.

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage cooperation, teamwork and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.

1. Introduction

- 1.1 This policy covers all off-site visits and activities organised through the college and for which the Governing Body and Principal are responsible. The Governing Body endorses the Devon County Council /Torbay Council policy document "*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022*" (OEVOSA) as the basis for the college's policy for the management of visits and off-site activities.
- 1.2 The purpose of this policy is to explain how the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at St Cuthbert Mayne School.

- 1.3 This policy also complements and should be read in conjunction with the school's Health & Safety and Safeguarding Policies.

2. Responsibilities of the Headteacher

Additional Note:

Please be aware that under agreement from James Down (Headteacher) and Paul Chapman (EVC) and with the knowledge of the Local Authority, that the Educational Visits Co-ordinator will now be acting on behalf of the Headteacher for many of the roles and responsibilities that were originally carried out by the Headteacher. These include the list of Headteacher responsibilities listed below under the heading; '2.1. The Headteacher will:', as well as others featured within this policy.

The Educational Visits Co-ordinator will liaise with the Headteacher when in need of advice or support as well as if there is a concern with a particular visit or if a trip is seen to be high risk, such as overseas, adventurous, large numbers of pupils (whole year for example) etc. This will be determined by the EVC.

The EVC has been delegated as an experienced and competent staff member, approved by the Headteacher who has authorised this member of staff to make the final declarations needed to approve a trip.

The Headteacher will still have the final responsibility for ensuring this Policy is adhered to.

2.1 The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly

3. Responsibilities of the Educational Visits Co-ordinator

- 3.1 Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Paul Chapman
- 3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).
- 3.3 The functions delegated to the EVC are:
- to be the principal contact with the LA over planned visits
 - to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy
 - to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
 - to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
 - to manage and update the Evolve website, including updating staff lists and training records

- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures.
- carry out specific activities in accordance with the detail of OEVOSA
- use a planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks during the activity and make adjustments accordingly

5. Responsibilities of Additional Members of Staff Taking Part in Visits and Off-site Activities

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of Pupils

6.1 Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

7. Responsibilities of Parents

7.1 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct

- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA

8. Risk Assessment

- 8.1 The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the school specific Standard Operating Procedures (SOP) documents.
- 8.2 These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Headteacher and EVC, and will be brought to the attention of anyone undertaking the role of Visit Leader.
- 8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity or the additional control measures needed will be listed in the enhanced risk assessment column.
- 8.4 Any ad hoc visit which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit.
- 8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9. Approval of Off-site Activities

- 9.1 The EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity. The EVC will communicate concerns/issues with the HeadTeacher.
- 9.2 There are 3 categories of visit:
- Category A:*
Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc
- Category B:*
Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres
- Category C:*
Visits of all types outside the UK
- 9.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- 9.4 The policy of St Cuthbert Mayne School is that Category A visits will be uploaded to the Evolve system to allow Governors, the Headteacher and the EVC to monitor the management of off-site visits.

10. Safeguarding

- 10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the child protection/safeguarding

procedures as set out in the Risk Assessment. In an emergency situation (in school hours) contact should be made with the Safeguarding Team immediately for advice, the information regarding the incident should be completed on a pink CPOMS form and subsequently uploaded on the trip leader's return to school. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Any out of hours incidents whilst on trips should be reported to the DSL/Headteacher at the earliest opportunity.

- 10.2 The Designated Safeguarding Officer and Headteacher can be contacted outside normal school hours in the case of emergencies. Contact details have been added to the Risk Assessment for the Trip Leader. If the concern relates to a member of staff the Headteacher should be contacted directly.
- 10.3 The trip leader has discussed the provision for children with medical needs or in social care with the DSL and SENCO prior to the visit taking place.

11. The Provision of Training and Information

- 11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website: www.babcock-education.co.uk/ldp and the Evolve system.
- 11.2 The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher and records of qualifications will be uploaded to the Evolve system.

12. Action in the Case of Emergency

- 12.1 The EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

13. Monitoring and Review

- 13.1 The Governing Body will monitor the application of this policy.
- 13.2 The Governors will review this policy:
 - Annually
 - After any significant changes to the management of outdoor education locally
 - After any significant changes to the OEVOSA document
 - After an incident

Guidance for staff on offsite activities

Staff must use this document as part of the planning process for any off-site visit. They should also make reference to the OEVOSA and/or through contacting the Educational Visits Coordinator (EVC).

1. No activity/visit should be arranged without prior consultation with the Headteacher via the SLT link.
2. Outline approval will be by the Headteacher via the SLT link and nothing can proceed unless it can be fitted into the day to day arrangements with the full agreement of the Head.
3. Visit Leaders should request an Extra Curricular Planning Sheet from the SLT admin at least two weeks before the activity/visit. All parts should be completed and line managers of staff participating in the activity informed.
4. Before any letter is sent to parents, the Visit Leader must complete the Extra Curricular Planning Sheet (parts A and B) and agree with the Finance Department the financial arrangements for the activity/trip. The Costing sheet must be signed off by the SLT link
5. Full details of the activity/trip must be set out in a letter to parents, the draft of which must be approved by the SLT Link, Educational Visits Coordinator or approved experienced staff. For visits/trips involving a cost, there are standard paragraphs that must be included on this letter regarding insurance and finance information. These paragraphs are available through the finance team and/or the EVC. Consideration should have been given to Disadvantaged students, and students with SEND to ensure they have the opportunity of participating in the off site activities and there are no barriers for them.
6. All visits must be recorded on the Evolve website. This will require a username and password. This is a step by step planning process in which all sections must be complete for all visits. Electronic uploading of Risk Assessments is required.
7. A Risk Assessment must be carried out and completed for each activity/visit. This must be done using the Standard Operational Procedures (SOP) document. Any activity/visit uploaded to Evolve without this SOP will be returned to the Visit Leader.
8. Staff must retain administration from the trip such as the letter to parents and a list of students. The Evolve website will automatically retain the form.
9. An SOE3 form needs to be filled out by the parents/carers of the attending students for each visit (unless a generic SOE3a is used to cover a number of trips over a maximum of one academic year). This should include any medical needs and contact telephone numbers. Visit Leaders should make a note of these. If a SOE3a form is being used, parents will need to be informed of each visit. Please be aware that not every trip legally needs consent but as a school policy we are required to inform parents but multiple trips can be covered in one correspondence, as long as sufficient details of the visit are provided. After risk assessing the activity/visit consider whether a new SOE3 form needs to be used to identify particular needs, rather than the SOE3a.
10. Check the School Calendar before arranging an activity/visit to avoid important dates such as examinations or controlled assessments. This can be found on the email Outlook system or through contact with the Headteacher's PA.

11. Transport arrangements should be in place using a registered provider, and insurance policies checked. If staff are using their own vehicles to transport students permission needs to have been obtained from the Headteacher well in advance of the visit.
12. A list of the students attending your activity/visit and the date/times of the visit should be shared with the following well in advance (at least one week):
 - Daily Notices
 - The canteen manager for adjustments to food preparation and for packed lunches for free school meals.
 - Attendance Officer.
 - Child Protection and Safeguarding Team.
13. Appropriate teacher-student ratios should be used. For low risk visits this is normally 1:15 and high risk is 1:10. There is a small flexibility with these ratios depending on a number of factors. Please make reference to the Outdoor Education Visits & Off-Site Activities booklet (a copy of which can be found on the document section of the Evolve system at <https://evolve.edufocus.co.uk>) or see the Educational Visits Coordinator (EVC) to discuss these.
14. Visits are normally planned through Heads of Department and Heads of Year and should have a clear purpose, linked to the programme of study. The visit should be carefully planned and include follow-up work on return to school. The purpose and impact of the activity should be noted on the Extra Curricular Planning Sheet (part A).
15. Insurance cover is automatically provided for all approved visits, both in this country and abroad, with the exception of work experience. Details of this can be found in the Outdoor Education Visits & Off-Site Activities booklet (a copy of which can be found on the home page of the Evolve system at <https://evolve.edufocus.co.uk>) or on the school website or by seeing the Educational Visits Coordinator (EVC).
16. All visits which take place during the school day are subject to the Charging and Remission's policy (Section 5 Residential Visits). When calculating the activities/visits cost, an element for the supply cover must be negotiated with the cover supervisor, the finance department and the Headteacher via the SLT link, taking into consideration if it is a 'curriculum visit'.
17. Activities/trips must be planned to cover all financial costs but not make a profit. The Extra Curricular Planning sheet is to be used in conjunction with the Finance Department. Any losses incurred will initially be charged to departments or year groups. Any remaining monies after the trip will be returned to students if the individual student amount exceeds £1. The Finance Department will organise the collection of money.
18. First Aid boxes should be taken on activities/visits, which can be collected from First Aid. The First Aid section of the Evolve form must be filled out and identify a member of staff who is responsible for First Aid. Preferably this is someone with a recognised award but if not, a competent member of staff is adequate for low risk trips.
19. A mobile phone should be taken on those activities/visits for which it is appropriate. The Visit Leader should be contactable. Where a school phone is used it should be signed out and signed back in. For residential trips, the Visit Leader should also have a phone number for a member of SLT who is contactable out of school hours.

If you require additional help or guidance please refer to Tracey Dearling, Suzanne Kingdon or the Educational Visits Coordinator, Paul Chapman.