

St James School

Policy: Outdoor Education, Visits & Offsite Activities Policy

Policy Date: February 2020

Review Date: Autumn 2021

Review Committee: Performance & Standards

Author of Policy: Julia Thornton

Policy for the Management of Outdoor Education, Visits and Off-Site Activities

1. Introduction

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 2018*" (OEVOSA) as the basis for the school's policy for the management of visits and off-site activities. 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 James School. This policy also complements and should be read in conjunction with the school's Health & Safety and Safeguarding Policies.

2. Responsibilities of the Headteacher

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 (EVC)

Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. 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).

Name of EVC: Julia Thornton

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 school 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 in conjunction with the school's Health and Safety Manager 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

The visit leader must be an employee of the establishment and present on the school visit.

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. This process will be undertaken in line with the arrangements described in section 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA
- use the school 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
- have completed all the requirements of the St James Trips & Residentials Checklist (Appendix A)
- ensure all staff on the trip adhere to all school policies as laid out in the handbook namely: Code of Conduct Policy, Keeping Children Safe Policy, Online Safety Policy and Whistleblowing Policy

5. Responsibilities of additional members of staff taking part in visits and off-site activities

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

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

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

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 Standard Operating Procedures (SOP). There are three versions of the SOP depending on the activity. The SOP for category C is included in Appendix B:

- a) Day visits
- b) UK residentials
- c) Overseas residentials

These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader. 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 final enhanced risk assessment column.

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. 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 in Appendix B.

9. Approval of off-site activities

The Headteacher (LXS) and the EVC (JET) 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.

There are three 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

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 Headteacher/EVC (ARG/JET) ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of St James School is that Category A visits also be uploaded to the Evolve system to allow the Headteacher and the EVC to monitor the management of off-site visits.

10. Timescales

The visit leader should ensure that all visits are submitted onto EVOLVE in accordance with the policy:

- a) Category A (day visits not involving adventurous activities or residential visits not involving adventurous activities) – 2 weeks in advance
- b) Category B (adventurous day visits) – 3 weeks in advance
- c) Category B (adventurous residential visits) – 10 weeks in advance
- d) Category C (overseas visits) – 14 weeks in advance

Failure to meet these timescales means the LA may not be able to fully scrutinise the visit and may mean the visit does not get LA endorsement.

11. Safeguarding

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 school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

12. The provision of training and information

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

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 jointly by the Headteacher/EVC (ARG/JET) and records of qualifications will be uploaded to the Evolve system.

13. Action in the case of emergency

The Headteacher/EVC (LXS/JET) will jointly ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8 above. Where necessary, this assessment must include the identification of contingency plans. 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. 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.

14. Management of specific provision

The following arrangements apply to the management of specific provision for off-site visits and activities:

Use of the school minibus:

- the minibus will only be driven by DCC approved drivers.
- bookings for minibus use can be made via the online booking system.
- Vospers Exeter will service the minibus every three months.
- all usage to be logged, with the logbook being stored in the vehicle.

In the event of an accident or breakdown in the minibus:

- contact RAC. The contact details are in the driver's folder inside the minibus.
- contact the specified emergency contact in school (JET or CDN)
- keys and money for fuel to be collected and returned to Claire Jory. The minibus must be kept topped up with fuel and receipts must be submitted.
- ensure the safety of passengers, as per the guidance contained in the drivers guide inside the vehicle.

15. Mobile phones

- The member of staff leading any offsite activity should carry a mobile phone in order to contact school in case of emergencies and other reasons.
- The lead member of staff must use one of the school mobiles. Photos of the trip must not be taken on a mobile phone but on a school camera.
- The relevant contact details MUST be registered on the evolve system, and given to the emergency contact person named on evolve.
- Claire Jory will be responsible for ensuring staff mobiles are charged and topped up with enough credit.

15. Monitoring and review

The governing body will monitor the application of this policy in operational practice by requesting regular reports from the EVC.

The Governors will review this policy:

- every two years
- after any significant changes to the management of outdoor education locally
- after any significant changes to the OEVOSA document
- after an incident

.....
Chair for the Governing Body

.....
Date

.....
Headteacher

.....
Date

APPENDIX A

TRIPS & RESIDENTIALS CHECKLIST

This checklist is intended to help staff who are organising a trip. Use this form to help you keep track of progress.

Date of Trip:	Destination:
Trip Leader:	Named contact in school:
ACTION	DATE/ INITIALS
1. Consult the School Calendar for a suitable date and put forward a proposal outlining dates, costings, proposed staffing and purpose of the trip to the Headteacher (LXS) except for activities week where dates and staffing will be overseen by SAB. There must be a sufficiently experienced leader to manage the trip. Then, gain provisional agreement from CLT and HOY (including HODs of proposed staff who will be assisting with the trip) and complete all relevant AB1s. Refer to the OEVOA Policy 2018 for responsibilities of the Visit Leader, additional members of staff, pupils and parents. Not applicable for enrichment week.	
2. Obtain costings for all trip expenditure and income to ensure the trip is financially viable. Obtain two or three quotations by following the guidelines in the folder. Budgets for residential trips must include an additional charge of 10% of the total expenditure to cover any unforeseen costs. These monies will be used for the benefit of the students on the relevant trip if no additional costs arise. Expenditure (including the 10% charge) and income must balance. Deposits for residential trips will be set at £50 or 50% of the total cost, whichever is the greater. If you require any support in this process, please contact Claire Jory. All costings for the trip need to be detailed on an EV2 form for approval by Claire. Do not discuss costings with parents or students until costings have been approved. Please complete a requisition on the web portal for any orders relating to the trip. Discuss transport arrangements and payment. There is a list of recommended coach companies on the I Drive along with a list of minibus drivers. Please note that the school has an annual travel insurance policy so do not purchase an additional policy with a tour company. Claire Jory can provide the insurance policy number and details.	
3. Send out an information letter to parents with an SOE3 consent form if necessary - (residential, adventurous or overseas trips). An annual SOE3a form has now been completed by most parents (I Drive) but must be cross checked. Include a kit list, payment schedule and request passports and European Health Cards if necessary. For any pupil requiring a visa, it is the responsibility of the parents to arrange it. See below for the DCC recommended minimum information required. See additional information sheet about visits starting after 9.00am or finishing before 3.00pm and advice regarding confirmation of a place on the trip. For trips to cities, please read the risk of terrorist activity advice. These forms are on the I Drive/School Trips/JET/Forms and Policy Documents.	
4. Has the visit leader made a preliminary visit? If no pre-visit has been carried out, has action been taken to ensure the visit leader is aware of potential hazards? Is the proposed location suitable for the activity being done and appropriate for the group? For overseas residential visits, the Trip Leader should check their safeguarding procedures which may be different from our own.	
5. Information if you are using an activity provider: make sure you are clear about what services the organisation you are using are providing. Are you paying for their services or staff or both? Find out what is included in the price and what liability insurance they have. They may ask you to sign a liability waiver which will need checking. If you are using a travel company, where does their responsibility start and end?	
6. Complete the online Evolve trip notification form and attach the appropriate SOP risk assessment. The visit leader MUST write the SOP. Please read the SOP carefully and include all relevant information in the Enhanced Risk column on the right-hand side parallel to the SOP. For residential trips, include all activities including provision for free time. Identify qualified First Aider (list on I Drive). For category B and C trips approval will be required from the Local Authority via the Evolve system. Staff must adhere to the timing requirements for approval. If using an external provider, check the colour of the SOE5 via Evolve and indicate on the SOP or obtain an SOE5 form if appropriate, to ensure that they comply with the necessary external provider standards. A LOTC badge is also appropriate. If you require help with the Evolve process, please contact JET. Please double check all details on the front of the Evolve especially dates, times and staffing. Please refer to Guidance for planning an off-site visit on the I Drive/School Trips JET folder. There are exemplar SOPs on Evolve to be used as guidance. Please note all SOPs were updated in January 2019 so no previous SOPs can be used.	
7. Inform all staff of the trip in a morning briefing well in advance and distribute names of students participating via e-mail well in advance to be put on the school calendar. Not necessary for enrichment week. The trip leader must share any safeguarding concerns about students with the DSL (MZB) prior to submitting the Evolve.	
8. Liaise with Claire and chase late payments from students on a fortnightly basis, and check that all students have returned the signed SOE3 form if appropriate. You must meet with the Finance Officer one week before each payment to the Tour Operator is due, to monitor trip income. Confirm all bookings.	
9. Organise First Aid equipment and book mobile phones from Claire Jory. Refer to OEVOA Policy 2018 regarding use of mobile phones. All trips must adhere to the new GDPR regulations. Book lanyards for residential/overseas trips.	

Check the student health plan list and cross reference with the SOE3a list. Complete an SOE4 of students' details. Take any treatment plans and medication on the trip as appropriate.	
10. Inform the Canteen if students will miss lunch, and if any free school meal students will need a packed lunch. This needs to be done a week in advance.	
11. The trip leader should arrange a meeting with accompanying staff outlining trip details including the risk assessment and ensure they are clear about their responsibilities. All team members should be given responsibilities, so it doesn't fall onto the trip leader to do everything. Consider a phone tree for larger groups. Make contingency plans for staff changing. Trip leader to provide team members with a register and pupil photos.	
12. Draw up final list of students on the trip (check against money and forms collected) and distribute via e-mail at least a week in advance. Not applicable for enrichment week.	
13. A meeting with parents and students for trips abroad and residential should be held at least one week before departure. The trip leader should include details of the trip, emergency procedures and behaviour expectations. Be clear with parents it is their responsibility to collect their child/arrange transport home should the trip leader be required to send them home due to inappropriate behaviour. Any fines incurred due to lost keys/damage will be passed on to the relevant parents. Give out trip leader's details to parents and students. Resources will print cards with the school mobile number on. Outline mobile phone protocol for the trip.	
14. Before leaving, hand the final list of students and staff actually on the trip together with the visit schedule to the attendance office, reception and your emergency contact. Hand this completed form to JET. Don't forget to set cover if necessary. For enrichment week, make sure the register has the correct date on.	
<p>The trip leader must ensure that they have with them</p> <ul style="list-style-type: none"> • Copies of all emergency contact details for each student (Form SOE 4) • All relevant paperwork for the trip (e.g. accommodation and travel bookings) and the SOP • Telephone number for emergency contact in and out of school hours and JET • A copy of Emergency Action Procedure • Healthcare plans • First aid kit and medication as necessary 	
On return, complete an evaluation on EVOLVE to help the smooth running of future trips.	

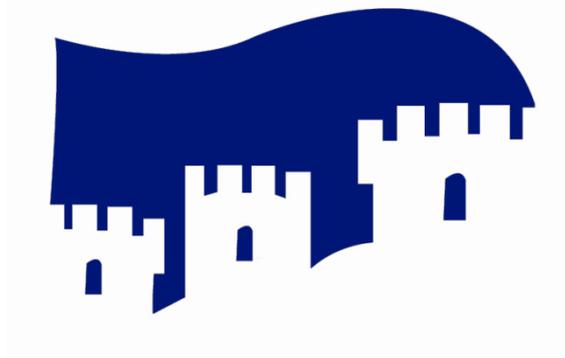
Signed.....(Trip Leader)

Date:

Parental information checklist:

1	Dates
2	Objectives of visit or activity
3	Times of departure and return, including location for meeting parents
4	Method of travel including name of any travel company
5	Accommodation with address and telephone number, including details of host families for exchange visits
6	Emergency contact arrangements, at home and away, if all young people are not at one centre. Consider using a 'telephone tree' to make easy and rapid contact with a large group of parents, for things like changes to transport arrangements
7	Name of visit leader and accompanying staff. Clear information where the visit leader is not attending the visit, for example where an external provider or coach is engaged
8	Names and status (such as parent or member of the governing body) of other accompanying adults who will have some responsibility during the visit
9	Details of activities planned. Any activity involving special hazards must be clearly specified
10	Charges or voluntary contributions and what they cover
11	Methods of payment and cancellation arrangements
12	Insurance used for baggage, personal accident, cancellation and medical cover for the group members. Send a photocopy of the insurance schedule to all parents or state that a copy of the schedule can be obtained from the visit leader if needed
13	Clothing, footwear and other items to be taken. Prohibited items may need to be highlighted
14	Money to be taken
15	Code of conduct and details about the standard of behaviour expected from the group during the visit, including, where appropriate, rules on general group discipline, smoking, sexual behaviour, illegal substances and alcoholic drinks
16	Parents should complete a medical form for all residential visits and give their written consent for emergency medical treatment

Appendix B



St James School

Standard Operating Procedures

Category C – Overseas Trips

Name of visit leader:	
Date:	
Proposed activity / visit:	
Date/s of activity / visit:	

To successfully complete this document, make sure you have:

- 1. Read the text below detailing how to complete this document.**
- 2. Inserted the visit leader's name and the date of the trip on the front cover.**
- 3. Completed all the details in the right-hand ERA column.**
- 4. Deleted all the statements that don't apply in the SOP column. DO NOT delete any other text as this is the standard risk assessment.**

GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures (SOP) are designed to make the risk assessment process more straightforward for visits which are 'routine and regular'. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply in routine visits and off-site activities undertaken in the primary phase.

The Educational Visit Coordinator should review these generic controls against the specific needs and circumstances of the schools 'routine and regular' visits and activities and amend/edit them accordingly. Specifically:

- delete anything that does not apply**
- add anything local that you have in place but is not listed**
- amend each bullet point so that it describes exactly your situation**

The final SOP document represents the control measures which should be applied by staff in work practices for all 'routine and regular' visits and should be included as an Appendix to the school's Outdoor Education, Visits and Off-Site Activities Policy document. Staff should be briefed in the content and purpose of these SOP.

Copies of the SOP should be made available to Visit Leaders to review and possibly amend ahead of any planned visit/activity. In assessing the risks of any upcoming 'routine and regular' visit/activity, the Visit Leader needs to judge if the SOP adequately control the risks. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. If the SOP are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOP. On the other hand, if the SOP are deemed inadequate, then the right hand 'enhanced risk assessment' column must be completed with any additional control measures required.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.

Risk assessment declaration: I confirm that I have read this document and confirm that the Standard Operating Procedures below are sufficient to control the risks presented by the above activity/visit. PLEASE CLICK ON THE FOLLOWING BOX:

The SOP is inadequate and the right hand 'enhanced risk assessment' column has been completed with additional control measures required.

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			
Management arrangements for all visits Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers	Pupils	<ul style="list-style-type: none"> • All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2018</i>. Planning Checklist used to check that all reasonable steps have been taken to manage the risks. • Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the envisaged activity/visit. If not, a specific, enhanced risk assessment will be undertaken and recorded. • For Category C visits, an enhanced risk assessment will always be undertaken and recorded. • Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment. 	

		<ul style="list-style-type: none">• The visit leader must be an employee of the establishment and present on the school visit.• Minimum staff/pupils ratios will be in accordance with Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2018. The <u>minimum</u> ratios will be as follows:• Category A Visits – 1:15• Category B visits led by an external provider – 1:15• Category B led by school staff – 1:10• Category C visits – 1:10• There will be a minimum of two staff members going on the trip unless authorised by the EVC and the Head Teacher. Risk management needs to be in place if there is only one member of staff in accordance with the school’s Lone Working and Safeguarding policies.• When staff are ‘lone working’ with students, staff should consider what advice is given to pupils if the teacher is incapacitated.• Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals.• DBS checks undertaken for volunteers.• Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of ‘remote supervision’, this will be detailed in the activity specific enhanced risk assessment.• Group control measures used to supervise pupils will be dependent on the activity. Students will be directly supervised by staff at all times on the majority of school visits, however,	
--	--	--	--

		<p>there will be occasions where remote supervision is suitable, including DofE/Ten Tors expeditions and training, and on cultural visits where students may have the opportunity to explore certain areas.</p> <ul style="list-style-type: none">• If remote supervision is to be used, the following criteria MUST apply:• Parents must be informed• Students must be in groups of no less than four.• Students must have mobile phone contact details of staff (not personal mobiles)• Clear timings and boundaries must be given• Staff should make students aware of designated 'checkpoints' or meeting places, which must be staffed throughout.• An annual SOE3a consent provides evidence that parents have consented in advance to all visits and activities which require their consent during school hours and which are a normal part of a child's education. Permission will be obtained separately for all trips taking place outside school hours and also for activities perceived to involve a higher level of risk, such as a residential, overseas visit or including an adventurous activity.• Where an annual SOE3a form is used, parents must be given information about the visit and their child's proposed participation and given the opportunity to withdraw their consent should they not wish them to participate. This can be by letter to parents about the planned activity.• The letter detailing the visit to parents will be a reminder of consent given and could also be an opportunity to update participant information.	
--	--	--	--

		<ul style="list-style-type: none"> • Arrangements overseen by Educational Visits Coordinator Julia Thornton who attended training November 2017, and termly update meeting since then. • All visits approved by the Headteacher. Category A visits are approved jointly by Julia Thornton and Lindsay Skinner. Category B and C visits, and category A residential visits, are approved jointly by Julia Thornton and Lindsay Skinner, prior to Babcock approval. • Details of visits and off-site activities can be viewed for approval by logging in to Evolve. Approval procedures are shown above. • All visits are submitted on Evolve according to the timescales laid out in the OEVOSA 2018 policy. • Arrangements for Category B and C Visits endorsed by Babcock LDP. • All visits must comply with current GDPR regulations. The Visit Leader must share any safeguarding concerns with the DSL prior to submitting the Evolve. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment. • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. 	

		<ul style="list-style-type: none"> • Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT. Visit timetable, location and staff/pupil list known to this emergency contact. • Visit Leader has staff/pupil list plus parent/guardian contact details with them. (SOE4) • Pupils briefed in what to do should they become separated from the group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
Preliminary visit	Pupils	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment. 	
Using external providers incompetent external providers / failure to coordinate supervision with external provider		<ul style="list-style-type: none"> • Where an external provider controls or determines activities, including accommodation, the SOE5 self-declaration questionnaire will be used to vet this provider unless this provider has the LoTC accreditation which is valid for the current year. • The SOE5 is valid for the current year. <u>Insert here which colour box on Evolve you have checked.</u> • The SOE5 pdf file has been checked and it meets the requirements of the trip. 	

		<ul style="list-style-type: none"> • SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children. • SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. • Pupils briefed about appropriate conduct and specific risks about which they should be aware. • When leading a ski trip, appropriate risk assessment must be in place regarding ski lifts and the wearing of backpacks. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
<p>Weather</p> <p>Cold, wet, sun exposure.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Spare clothing for pupils who may not come prepared for with suitable clothing. • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment. • Dynamic risk assessment to review arrangements in light of weather changes during the visit. • Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all 	

		<p>group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day.</p> <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
--	--	--	--

Travel Arrangements – delete each row as applicable depending on the transport used.

<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Staff briefed on roles and responsibilities during journey and any stops made. ▪ Pupils briefed in expectations. ▪ Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation. ▪ Suitable embarkation points are used such as coach park or area with wide pavement. ▪ Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver. ▪ Departure and return times made known to pupils, staff and parents. ▪ Visit Leader to liaise with driver to plan rest stops/breaks. ▪ Arrangements for travel sickness. Advise students who suffer from travel sickness to take travel sickness pills and sit near the window or near the front of the vehicle. Take sick bags. ▪ Contingency plans in place in the event of lateness or incident. In case of emergency staff to contact the back at base contact listed on the form. Communications with 	
---	-------------------------	---	--

		<p>transport provider available in case visit needs to be curtailed early.</p> <ul style="list-style-type: none"> ▪ Mobile phone communication available. ▪ Coach is hired from reputable company listed on Evolve. ▪ Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt/ safeguarding concerns</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Driver ensures that pupils wear seatbelts. ▪ Pupils briefed about behavioural expectations and not distracting the driver. ▪ Departure and return times made known to pupils, staff and parents ▪ Route planned and agreed with all parties. Expected travel times known to all parties. Drivers will not diverge without good reason and without communicating change. ▪ Contingency plans in place in the event of lateness or incident including allowing extra time for delays students to contact home as appropriate once information becomes available. ▪ Where multiple vehicles used, a lead vehicle will be identified and vehicles will not overtake. ▪ Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy. ▪ Driver confirms that they are insured for work related journeys via self-declaration. ▪ Self-declaration obtained that vehicle is taxed and MOT is valid. ▪ Students are to be transported in a teacher's car at the discretion of the EVC and Head teacher. ▪ Standard letter and self-declaration sent out and returned for volunteer drivers. 	

		<ul style="list-style-type: none"> ▪ Volunteer drivers considered for the suitability by Visit Leader and Head teacher. ▪ Child protection issues are addressed by not having any pupil alone with driver other than their own child. If this is unavoidable, then the child must not ride in the front of the car unless this is unavoidable due to the number of pupils. ▪ DBS checks undertaken for those who drive pupils. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test. ▪ Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel. Minibus checklists are in the orange folder in the front of the minibus and should be carried out prior to each journey. These checks take about 10 minutes, so time should be factored in for this. ▪ First Aid kit and fire extinguisher carried. ▪ There should be two members of staff on the minibus. In the case of a member of staff being on their own, the 'teacher down policy' must be adhered to. This can be found in the folder at the front of the minibus. ▪ Pupils instructed to wear seatbelts and staff checks to make sure that they do so. ▪ Vehicle loading is within maximum permitted as described by manufacturer (information in the vehicle handbook) and aisles are not blocked. ▪ Towing only undertaken when side emergency exit is 	

		<p>available and D1 exemption not being used.</p> <ul style="list-style-type: none"> ▪ Head counts when getting on and off minibus plus before departure from any stop or location. ▪ Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement Staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken. ▪ Sufficient stops planned for longer journeys to avoid driving when tired [<i>max 4.5 hours without 45 minute break or 3 x 15 minute break. Maximum of 9 hours in one day</i>] ▪ Arrangements for travel sickness – advise students who suffer from travel sickness to take travel sickness pills and sit near the window or near the front of the vehicle. Take sick bags. ▪ Luggage stored without obstructing aisles. ▪ All exits unlocked when carrying passengers. Passenger movements around minibus limited. ▪ The school minibus will not be taken abroad. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Brief pupils re purpose and timings of stop. ▪ Staff briefed on roles and responsibilities during stop. ▪ Clear expectations for behaviour established. ▪ Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure. ▪ Brief pupils to remain in pairs or small groups. ▪ Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area. 	

		<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is 1:15 minimum, or 1:10 minimum for residential visits. ▪ Careful headcount before departure. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p>	<p>Staff and pupils</p>	<p><i>Coach:</i></p> <ul style="list-style-type: none"> ▪ Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them. <p><i>Minibus:</i></p> <ul style="list-style-type: none"> ▪ Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader to take instruction from emergency services upon their arrival. <p><i>Car:</i></p> <ul style="list-style-type: none"> ▪ Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Driver to take instruction from emergency services upon their arrival. 	

		<ul style="list-style-type: none"> ▪ If travelling in convoy, the Visit Leader to be notified at earliest opportunity. ▪ Contact the emergency contact at the school base with details of what has happened and what your plan. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable. ▪ Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check-up. ▪ Ensure that a competent member of staff accompanies any injured pupils to hospital ▪ Ascertain extent of injuries and of release times for the uninjured/lightly injured. ▪ Ensure regular updates fed back to school and hence parents/guardians. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Travel by ferry</p> <p>Injury through poor behaviour / swept overboard / pupils being separated or left behind / vehicle/pedestrian conflict on vehicle deck</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Staff/pupil supervision ratio is 1:10 minimum, as previously stated with a minimum of two staff. ▪ Staff briefed on roles and responsibilities during crossing. Rota to be established during night trips so that supervising adult is always awake. ▪ Close supervision on vehicle deck when embarking/disembarking vehicle. No pupil access to this area unsupervised. ▪ Clear expectations for behaviour established and on identification of any off-limits areas. Extent of these to be established via dynamic risk assessment by staff on the ferry. 	

		<ul style="list-style-type: none"> ▪ Open deck areas to be off-limits unless accompanied by an adult. ▪ Meeting point established which is staffed throughout the crossing and pupils briefed accordingly. ▪ Pupils to remain in pairs or small groups. ▪ Careful head count before disembarkation. ▪ In emergency follow instructions from ship's crew. ▪ Clarify procedures as far as possible with both staff and pupils before arrival at ferry. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Travel by air</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car parking areas</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> ▪ Brief pupils re air safety and security requirements in airports and in flight. ▪ Staff briefed on roles and responsibilities during time in airports. ▪ Clear expectations for behaviour established. ▪ Meeting points established and staffed throughout time in the airport and pupils briefed accordingly. ▪ Brief pupils to remain in pairs or small groups. ▪ Remind pupils about moving traffic and other hazards and establish no go areas. ▪ Staff/pupil supervision ratio is 1:10 minimum, as previously stated. ▪ Headcounts at regular intervals. ▪ Pupils briefed and monitored on need for adequate exercise and drink on longer flights. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	

<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> ▪ Pupils briefed on which side of the road vehicles drive on in the country/ies visited. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians. ▪ Staff briefed on roles and responsibilities for walking route. Means of communication between staff via mobile phone if not within earshot. ▪ Staff/pupil supervision ratio is 1:15 minimum. ▪ Emergency plan is in place for eventuality of separation of child from group. ▪ Coach/minibus disembarkation point chosen to avoid busy traffic routes. ▪ Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible. ▪ Designated crossing points used wherever possible. ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly. ▪ Means of identification used to identify members of group quickly in crowded environment. ▪ Regular headcounts taken. ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
--	--	--	--

<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Route planned to identify potential for problems and to account for delays. ▪ Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers. ▪ Staff briefed on roles and responsibilities for travel route. Means of communication between staff. ▪ Party to move through crowded areas with adult in lead and adult at back of the group. ▪ Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly. ▪ Brief pupils to remain in groups of at least 3. ▪ Means of identification used to identify members of group quickly in crowded environment ▪ Regular headcounts taken. ▪ Large groups divided into small groups with adequate staffing for ease of management. ▪ Emergency plan is in place for eventuality of separation of child from group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
---	---	--	--

Accommodation Arrangements

<p>Hazards arising from accommodation failing to meet statutory minimum standards</p> <p>Fire / building regulations / safer recruitment practices / welfare and security failings</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete form “SOE5” as self-declaration statement to provide assurance that accommodation meets required. ▪ Accommodation has tourist board rating or external validation of standards. ▪ Pre-visit check carried out to confirm standards are satisfactory. ▪ Upon arrival, and ongoing throughout visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities. ▪ Pupils briefed to report any faulty items found in rooms to staff. ▪ Shortcomings in provision will be discussed with accommodation manager. ▪ SOE3 parental consent information checked to ensure dietary requirements met. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Supervision and privacy</p> <p>Safeguarding concerns / incidents arising from lack of supervision</p> <p>Sexual assault / vexatious accusations of sexual assault / sexual grooming</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Separate male and female sleeping accommodation and washing facilities are provided. ▪ Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed. ▪ Mixed parties are accompanied by at least one adult of each sex. 	

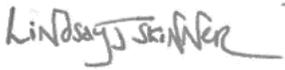
/ violence/incident arising from failure to supervise		<ul style="list-style-type: none"> ▪ A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit <i>at the latest</i> and shared with all staff at the earliest opportunity. ▪ Staff have access to pupil sleeping area at all times. ▪ Dormitories are for the exclusive use of the group concerned. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Fire in the building</p> <p>Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building</p>	All participants and staff.	<ul style="list-style-type: none"> ▪ Identify requirements at time of booking and check during pre visit and on arrival. ▪ On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> ○ walk escape routes to check that fire exits clearly marked and escape doors open easily ○ fire alarm sounders on each floor and in public areas ○ fire extinguishers available on each floor and in public areas ○ emergency lighting provided and working ○ Staircases and corridors protected by fire doors in good condition. ▪ Briefing to all pupils about fire evacuation on arrival arrangements and expected standards of behaviour. Briefing to include a walk-through fire practice which indicates location of assembly point and lay-out of escape routes ▪ A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff. ▪ Decide whether or not pupils' doors should be locked from the inside ▪ Fire exits should be openable from the inside whilst remaining secure from the outside. 	

		<ul style="list-style-type: none"> ▪ Shortcomings in provision will be discussed with accommodation manager. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation ▪ The accommodation is secure at night. ▪ Accommodation staff are on duty or accessible overnight, ▪ Ensure that all windows and doors are secured from external entry without compromising means of fire escape ▪ If windows lead onto balconies, only staff or reliable pupils occupy these rooms. ▪ If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms adjacent to pupils. ▪ Roles and responsibilities for staff identified. ▪ Pupils briefed to inform staff in the event of an emergency and where they can be found. ▪ Staff to check pupils at “lights out”. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced activity specific risk assessment.</i></p>	

Checklist:

1. Have you read the first page detailing how to complete this document?

- 2. Have you signed and dated this document?
- 3. Have you ticked the box on page 2?
- 4. Have you completed all the details in the right-hand ERA column?
- 5. Have you deleted all the statements that don't apply in the SOP column?

Name of Headteacher: Miss Lindsay Skinner	Sign: 	Date: as on Evolve
Name of Designated Safeguarding Lead: Mr Mark Barlow	Sign: 	Date: as on Evolve