

St Lawrence C of E (Aided) Junior School
Outdoor Education and Off-site Educational Visits Policy

1. Introduction

1.1 St Lawrence C of E Junior School provides many opportunities for its pupils to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. The benefits that can be gained from these visits are

- broadening horizons
- fun
- self-esteem
- decision-making
- relationship building (staff and pupils)
- risk taking
- understanding risk
- experiencing new cultures
- raising aspirations
- responsibility
- motivation
- inclusion
- a chance to share
- lifelong leisure activities
- creativity
- independence
- invaluable part of citizenship

- 'real' learning
- team building
- consequences related to actions
- allow success
- learning to cope with failure
- living and working with others
- bringing the curriculum alive
- magic moments – memories for life

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

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

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- The Health and Safety Executive in conjunction with the Department for Education (DfE) published "Health and Safety Responsibilities and Powers" statutory document.
- The DfE document "Health and Safety of Pupils on Educational Visits" (HASPEV)
- The supplementary guidance published by the DfE
- Part 1 - Standards for LA's in overseeing educational visits
- Part 2 - Standards for Adventure
- Part 3 - a handbook for Group Leaders

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential,

abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the Group Leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Group Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”.
- Review and regularly monitor procedures.
- Liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.

2.4 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC .

This will take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

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

3 Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

3.1 All Group Leaders will familiarise themselves with the published advice and guidance. Further information is available from www.teachernet.gov.uk/visits Training for Group Leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

3.2 In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment (by the school or from parents via voluntary contributions) should be agreed until all relevant approvals (see 3.3) have been achieved.

3.3 A Risk Assessment re Educational Visit form should be completed for all visits and lodged with the EVC before the visit takes place. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LEA guidance or www.aala.org.uk) If this is the case their licence number need only be quoted instead of actually requiring their documents.

3.4 Parental Consent. Copies must be available for the school Emergency Contact and for the Group Leader to take on the visit.

3.5 Off-site Activity Monitoring Form. This must be completed for all residential visits and for those that are either visits abroad or for hazardous pursuits. It will need to be signed by the Headteacher and submitted to the LA one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing Body's approval.

3.6 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Appendix A – Parental consent letter

Details of trip

PARENT CONSENT FORM

I wish my son/daughter _____ (name of child) _____ (class) to be allowed to take part in the above-mentioned school journey and, having read the information, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Please delete and complete the following as is appropriate

My child has no illness, allergy or physical disability * the following illness or physical disability *

**Cross out which does not apply*

which necessitates the following medical treatment _____

I consent to any emergency medical treatment necessary during the course of the visit.

Signed _____
Parent/Guardian

Contact number for the duration of this trip _____

I am able to help with this trip (please print name) _____

Reviewed: September 2022

Next review date: September 2025