



Offsite and Trips Policy

INTRODUCTION

Rationale Jubilee Primary School is committed to providing a broad, balanced curriculum for all pupils, and outdoor learning and educational visits is a key feature of our provision. We are committed to providing inspirational, real-world educational experiences for our pupils through visits and visitors to enrich and enhance their learning experiences, deepen knowledge and understanding and increase skills and confidence.

This policy will set out the key procedures that need to be followed when planning and undertaking outdoor learning and educational visits, in order to ensure they are not only worthwhile learning experiences, but also undertaken in a safe and responsible manner.

Jubilee Primary School feels that all of its pupils are entitled to:

- A broad and balanced curriculum, where experiences are creative and relevant, over at least those areas described by National Curriculum with differentiation, relevance, progression and continuity.
- Have equal opportunity to take part in educational visits and outdoor learning, within the local area and off-site, including residential visits.

2.0 Responsibilities

Employer

Health and safety at work regulations 1992 requires that the employer

- Assesses the risk for any activity
- Introduces measures to control that activity
- Informs the employees of those measures

Employees

- must take reasonable care of their own and others' health and safety
- co-operate with the employer on these matters
- carry out activities in accordance with training and instructions
- inform employer of any serious risks

Lambeth

Lambeth Children and Young People's Service (CYPS) retains responsibility for advice, guidance, monitoring and review of all matters relating to Health and Safety

3.0 Decision Making

The Headteacher and any other delegated key manager is appointed the task of deciding the educational enhancement derived from any outdoor and offsite activity. The Headteacher ultimately must sanction any activity

The Headteacher shall appoint an Educational Visits co-ordinator (EVC) who shall be involved in any outdoor visits and offered appropriate training.

The EVC for Jubilee School is Alastair Crockett and Danielle Sam York

The EVCs responsibilities includes risk assessment, reporting to the Headteacher, keeping records of accidents and 'near accidents', reviewing systems, ensuring CRB checks for all accompanying staff. Volunteers are considered to be categorised as Local Authority employees for the purposes of a trip.

In addition, the Headteacher shall provide training continuously for staff, including support staff, that covers all matters of competence for journey visits.

The safe conduct of any visit depends upon the competence of the team overseeing and leading any venture. Whereas CYPS can provide generic advice, including risk assessment, only the school's management are able to judge specific circumstances.

In the event of any overseas activity, particularly any activities such as trekking or sailing, specialist advice and approval should be sought from CYPS before proceeding. This approach must apply when there is any activity that involves specialist instruction for which there would be no experience within the school

The Headteacher would need to judge the competence of staff team for any venture. However, because of the specialisation, the risk assessment needs to be referred to the CYPS Advisor for Outdoor Education for Approval

4.0 Training

4.Training is provided by the Local Authority for EVCs. It is good practice for EVCs to develop continuously.

No outdoor activity may be undertaken without the school's trained EVCs involvement

In addition, leadership staff shall be offered opportunities with relevant leadership training courses when required.

4The LA will monitor and train EVCs who will report to the local authority as required.

5.0 Educational visits Coordinator

The EVC will:

- be appointed by/be the Headteacher
- have appropriate training to fulfil the role, and have experience of leading educational visits • Keep the policy and guidance up to date
- Support staff; be involved in the planning and management of visits, and monitor planning and delivery of visits; evaluate visits with staff



- oversee the necessary paperwork and risk assessments, ensuring they meet guidance requirements; will maintain records of visits
- ensure the DFE and Lambeth council guidance is adhered to, and keep abreast of advice from OEAP
- ensure medical and first aid issues are addressed
- ensure emergency procedures are in place, clear to all staff, and adhered to

6.0 Trip Leader

The person leading any trip must:

- seek approval to carry out the visit
- be responsible for planning, organisation and management of visits in line with school and Lambeth council policy, in liaison with the EV coordinator, including defining the roles of the other adults; provide necessary information to supporting adults.
- organise transport in accordance with TFL requirements, if appropriate, in liaison with the business manager
- organise letters to parents and ensure suitable consent has been sought from parents, including emergency contact and medical requirements etc.
- will undertake a pre-visit to the venue; ensure necessary insurance and health and safety requirements are adhered to; ensure child protection and first aid requirements are in place.
- develop the risk assessment, in liaison with the business manager and/or EVC; this may include generic risk assessments and should always include points specific to the activity being planned; ensure risk assessments are understood by all adults on the visit. Where possible involve the pupils in risk assessments, e.g. when discussing how expected to behave on bus, crossing roads, etc.
- keep a register of all adults and pupils who attended, in order to follow checking in and out procedures
- Report any accidents, incidents or near misses
- Carry school trip phone and ensure all adults on the trip have submitted contact information
- Evaluate visits

6.0 Staff on trips

All teachers involved in the trip must make a preliminary visit and produce the relevant risk assessments

All staff, including volunteers must be given written instructions to ensure that they are familiar with procedures and protocols.

Staff must:

- Assist the trip leader to ensure the health and safety of all pupils on the visit
- Be clear about their roles and responsibilities

7.0 Pupils

Every effort shall be made to ensure that pupils are aware of their own responsibilities on any trip so that they:

- Do not take unnecessary risks
- Follow instructions of party leader and other adults
- Behave sensibly keeping to agreed code of conduct
- Inform staff of any significant hazard

Procedure for a pupil missing from an off-site School activity/ trip

This procedure should be followed where a pupil is missing from a School activity away from the School premises (e.g. on a School trip).

- The group leader assembles the pupils and carries out a head count (are any other pupils missing?).
- A quick check of the immediate vicinity is carried out by a staff member.
- Make contact with the venue's staff and/ or security and ask what their procedures are for a missing child, including contacting the police.
- Inform a member of SLT, who may, if plausible, come to the location of the trip and/or handle communications with the Head Teacher and parents.
- Contact the parents and, if possible, ask them to come to the venue.
- Return the remaining children to School or a safe place.
- Contact the police and report the child as missing.
- Contact the Head Teacher and ask him to liaise with the Chair of Governors.

When the pupil is found

This procedure should be followed:

- all parties involved in the search should be notified (including parents, School staff, police);
- if possible, two members of staff should talk to the pupil;
- remain calm and do not express shock, dismay, anger or any other strong emotions;



- remember that the pupil may be unaware of the panic he has caused; alternatively, he may have been through a distressing experience and be in need of support (e.g. from staff, parents, independent listener or external agencies such as the NSPCC);
- the rest of the group are reassured by the staff;
- safety guidance is issued to the group to avoid a recurrence;
- the events should be recorded, particularly any residual concerns that may have some future relevance.

8.0 Parents/Carers

subject to an appropriate vetting decision by Heads/Managers.

- used appropriately and not used to replace a visit leader.
- suitably competent and confident to be able to carry out the duties they are assigned.
- confident in their understanding of the role and responsibilities that they have been assigned and how these integrate with other staff.
- enabled to contribute to the evaluation of all aspects of the visit.
- appropriately briefed on: - Relevant establishment and visit procedures. - Group characteristics, including age, health, capabilities, special educational needs, behaviour and any other relevant matters in the - context of the visit. - Nature and location of the activity.
- will have contact numbers for teaching staff in the school party and school number

Hazards

Hazards are categorised into two sections – environmental and human.

Environmental hazards include:

- Geographical features such as rivers, cliffs, lakes, buildings, parks and roads.
- Generic features such as the sun and the risks involved by exposure. It could also include the problem of ensuring overnight accommodation and transport.
- Specific site hazards such as 'Mind the Gap' on certain underground stations.
- On going – including changeable weather or mini-bus break down.

Human Hazards include:

- Pupils fighting in the environment concerned.
- Challenging pupils compared to contented pupils.

Such factors should not preclude a trip from taking place provided that all risks are anticipated and measures are put in place

10.0 Insurance

As long as activities are approved, they must be covered by liability assurance.

Insurance against liability claims shall be undertaken by the council covering party leaders and other staff approved by the Headteacher.



Third parties such as providers of transport shall be obliged to provide evidence that they have liability insurance before any trip is undertaken.

This must be checked prior to departure and the liability cover must be at least £2 million. (Other journey insurances are the responsibility of the organiser – for example insurance against cancellation or lost baggage)