



## Spa School Camberwell

### Off-site Learning and Educational Visits Policy

#### Rationale

School visits and trips form an important part of school life.

All classes will regularly access the local community using the school minibus, walking or local transport. These visits support the curriculum, provide opportunities to generalise skills taught in the class, and give our students a wider experience of the world about them.

#### Introduction

The purpose of this policy is to set up safe, consistent and efficient practices around off-site learning. Off-site learning can increase pupil engagement, is an important part of our students' development and is encouraged whenever possible and appropriate.

This policy should be read alongside the following policies:

- Curriculum policy
- Health and safety
- Safeguarding policy
- Southwark Council Guidance for Off-Site Visits and Related Activities with National Guidance and Evolve.

The planning, organisation and running of all off-site learning and visits must be undertaken with utmost care.

For the purposes of this policy, off-site learning will include

- residential trips/overnight visits
- any day-time visit with hours that may extend beyond the school day
- outings within the school day.

#### Roles and Responsibilities

**Spa Education Trust** holds overall responsibility for the safety of school trips, as per the Health and Safety at Work Act 1974. Responsibility for Spa School Camberwell is delegated to the **headteacher**, who has overall responsibility and accountability for the health, safety and welfare of the staff, students, visitors and volunteers.

Coordination of off-site learning is delegated to the **Educational Visits Coordinator (EVC)**. The EVC approves off-site learning activities once all suitable measures have been taken to ensure safety.

**Teachers** who organise and take part in school visits off-site accept responsibility for the care and welfare of students, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

A risk assessment is conducted for all off-site learning activities identifying significant hazards, people at risk from those hazards and planned responses to meet those risks. All risk assessments are saved on **Sharepoint**. All key documents and guidelines are accessed through the **Risk Assessments Off-site visits Folder** on SharePoint. (See Appendices)

Where outings are part of the regular school timetable, an initial risk assessment will be made and updated as and when necessary.

For all residential journeys, the school staff, including the educational visits co-ordinator or headteacher, will first have reference to DfE guidance given in “Health and Safety on educational visits (November 2018) and National Guidance from The Outdoor Education Advisers Panel.

This will act as a preliminary check on the feasibility of a journey before further planning and LA approval using **Evolve**.

All off-site learning activities will have a **Visit Leader** who will take responsibility for the welfare and safety of the students and staff and also for the efficient running of the activity. Staff will always be with at least one other member of staff when working with students.

All staff will follow the **Off-Site Learning Timeline** to make sure activities are safe, successful and enjoyable. All staff will complete and submit the relevant **Off-Site Activity Risk Assessment Forms** and permission letters in line with the Off-site learning timeline.

Role	Responsibilities
Headteacher	<p>Overall responsibility</p> <p>Approves</p> <ul style="list-style-type: none"><li>• residential trips</li><li>• Adventurous activities</li></ul>
EVC	<ul style="list-style-type: none"><li>• Approves initial requests</li><li>• Coordinates all risk assessments</li><li>• Monitors and reviews Off-Site Learning Policy</li><li>• Liaises with external providers</li><li>• Submits relevant Risk Assessments through Evolve</li></ul>
Visit Leader	<ul style="list-style-type: none"><li>• Follows Off-Site Learning Timeline</li><li>• Submits initial request</li><li>• Completes preliminary visit where appropriate</li><li>• Completes full risk assessment and share it with supporting staff.</li><li>• Coordinates parent/carer permissions</li><li>• Coordinates petty cash with the finance officer.</li><li>• Coordinates packed lunches with the kitchen.</li><li>• Maintains overall responsibility throughout the trip</li></ul>
Admin team	<ul style="list-style-type: none"><li>• Support EVC</li><li>• Coordinate parent/carer permissions and letters</li><li>• Coordinate Off-Site Learning packs including, phones, lanyards, RAs, emergency contact information, travel arrangements/passes, and medication</li></ul>
Supporting Staff/Volunteers	<ul style="list-style-type: none"><li>• Supports the trip leader</li><li>• Follows all features of the risk assessment</li><li>• Supports students as required by the trip leader</li><li>• Ensures safe and appropriate behaviour</li><li>• Ensures the health, safety and welfare of all on the trip.</li></ul>
Parents/Carers	<p>Provide written consent for their child to participate</p> <ul style="list-style-type: none"><li>• Provide a working emergency contact number.</li><li>• Inform the school of up to date medical or individual needs.</li></ul>

## **Curriculum Planning**

Off-site learning should enhance the work of the school. A brief outline of the learning purpose for activities should accompany the initial request. Activities must be viable and adequate resources must be available to support them.

## **Risk Assessments**

The Visit Leader must submit an **Initial Request Form (Form 1)** to the EVC seeking permission for the activity with details of the proposed venue, dates, student numbers and staffing at least two weeks in advance of any trip.

The proposed visit site must be adequately and safely staffed, and issues regarding accessibility are fully considered. Security and safety procedures must be in place.

The Visit Leader must ensure an Off-Site Learning Activity Risk Assessment (**Form 2**) is completed, including:

- Visit details
- Staff & First Aiders
- Students
- Medical needs
- Individual support needs
- Itinerary including journey plans
- Costs
- Identification and response to actions to be taken
- Appropriate alternative arrangements.

Where the learning activity takes place within a mile of the school, the **Local Area Risk Assessment** must be completed/reviewed.

## **Additional Procedures for Residential Visits**

- Medical forms should be sent out at least two weeks before the start of the trip. No pupil may be taken away without completed forms. All medical details are collected, together with addresses and emergency telephone numbers. The name and contact number for the GP will also be needed, together with instructions for medication if required. Parents/Carers should complete the appropriate form and sign it.
- Site safety is the responsibility of the Visit Leader. Safety drills must be carried out on arrival, including a fire drill and site evacuation. Accessibility of the site must be clear so that the safety of all participants is guaranteed.
- Equipment: Guidelines must be drawn up regarding the safe use of equipment and the requirement to wear safety equipment. Special attention should be given to risk of injury or loss of life. All equipment used must be approved through Evolve. The leader must ensure adequate resources and equipment are available for all members of the trip, students and adults.
- Vehicle safety: Adequate insurance must be taken out for the journey, and minibus drivers must hold the required licence. Hired vehicles should demonstrate insurance cover and checks. Rules of vehicle and road safety should be explained to students at the onset of the journey. All participants

must wear seat belts on all journeys. Hired vehicles must be seen to be safe and roadworthy. If in doubt, staff must report concerns to senior staff and cancel the journey until the problem is resolved.

- Water safety: All water sports have to be approved in advance by the LA through Evolve. The only water sports permitted should be under the strict supervision of qualified instructors and life safety attendants in pools, water sports centres or outdoor activities centres. Health and safety procedures must be clearly displayed and explained to students.
- Insurance: The school subscribes to Southwark's online EVOLVE system; consequently, our trips are scrutinised and approved externally and carry Southwark's insurance.

## **Costs**

Families are not charged for trips. Students do not need to spend money on trips. All travel and meal costs are met by the school as part of the trip.

The cost of the activity must be itemised, and details must be included on the Initial Request Form. It is the responsibility of the group leader to keep an account of expenditure and to retain all bills and receipts, indicating how funds have been spent. The finance officer will require detailed information of expenditure and any cash to be returned on return from any activity.

## **Permission letters**

These should be sent out in good time after being approved by the EVC. A copy must be kept for reference. Details of the activity should be made clear. Parental permission must be sought in writing. Permission letters are coordinated by the admin team.

## **Staffing**

Student to staff ratios are not prescribed, but the Visit Leader will consider:

- the activity to be undertaken
- the age and needs of the students
- gender
- medical needs
- individual support needs.

Levels of supervision should be detailed in the risk assessment. Residential visits will require additional staffing.

## **Equal Opportunities**

All students at Spa School Camberwell have a diagnosis of autism and, as such, are considered to have a disability. All have the right to participate in trip activities unless risk assessments indicate significant risks. We always try to ensure that every student, regardless of their disability, has an equal opportunity and access to educational visits/trips. Reasonable adjustments will be made and where this is not safe or practical, alternative opportunities will be provided.

## Appendices

### Off-site Learning Activities: planning timeline

#### At least two weeks in advance of any off-site activity

1. Initial request form to be submitted to the EVC, including finance details and the learning purpose.
2. EVC coordinates Evolve RA if required
3. Approved requests are signed, and copies are forwarded to the office, Alan, and the Visit Leader. Admin staff add details to the calendar and set up a trip folder.
4. Admin staff will order free travel passes if requested on the Initial Request Form. **TFL requests must be received 14 days before travel.**
5. The Trip Leader order packed lunches if indicated on the Initial Request Form.

#### One week before any off-site activity

6. Full risk assessment and consent letter submitted to EVC. *Risk assessments submitted later than one week before an activity will not be approved.*
7. Approved consent letters are forwarded for printing and are placed in class registers.
8. Signed parental consent forms are collated by the office staff.
9. Admin staff will check medication and raise any issues.

#### Two days before the trip

10. Check all consent slips are returned. Follow up on any not returned.
11. Inform AHT and EVC if any consent slips have not been returned.

#### On the day

12. Discuss any student issues with SMT
13. Inform SMT if any students do not have signed consent slips.
14. Inform SMT if any changes need to be made on the day.
15. Collect trip packs from the office. Office staff will prepare packs containing:
  - A copy of the risk assessment
  - First aid kit
  - Medication
  - Missing child protocol
  - School mobile phones, if required
  - Oyster cards, if required
  - Lanyards

#### During the off-site activity

16. Communicate with SMT if any queries or concerns arise
17. Agree any unplanned actions with SMT

#### On your return

18. Return all items to the office
19. Ensure students complete their transition back to the relevant classroom
20. Report any concerns or incidents immediately to SMT and complete any necessary incident forms



## Off-Site Learning: Initial Request Form

*This form must be given to the Education Visits Coordinator at **least two weeks** before any potential off-site activities. Activities that involve higher risk may need more advanced warning.*

Class / classes		
Visit Leader		
Day and date of trip		
Times		
Destination		
Method of transport TFL/Oysters required?		
Costs and payment options	Payment Method	Amount
	<b>Invoice</b> Cheque or Credit Card	£ £
	Petty Cash <i>*Petty Cash is intended for small purchases to support your trip i.e. drinks &amp; snacks.</i>	£
Packed lunches required		
Learning Purpose (e.g. which curriculum area / topic)		
Date this form is submitted		

SMT Authorisation: \_\_\_\_\_ Date \_\_\_\_\_

SMT Comments	Recommendations/Actions
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## Off-Site Learning: Local Area Risk Assessment

This form is to be reviewed and amended to support any off-site activity within a mile radius of the school.

Place and date to be visited	Activities within 1 mile radius of the school
Class Group	

Staff member	Teacher/Support	Specific Role / Support	First Aider
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<b>Student</b>	<b>DOB</b>	<b>Parental Approval</b>	<b>Specific Needs</b> (include medical needs, Individual Risk Assessments, key risks)

### **Staff & Deployment**

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### **Risk Assessment:**

I consider the following to be the **specific risks** involved in undertaking this visit and have identified the following means to minimise these risks.

*(Remember we work in a busy city with heavy traffic and many locations are near the river with associated hazards.)*

Identified Risk	Action / Method of operation that will be taken
Crossing the road	<p>Ensure group are together and in a straight line. One staff member at the front, one at the back and one in the middle of the line.</p> <p>Once class is at the edge of the road, ensure all class is still together before staff from the middle of the line walks to stand in the middle of the road to allow class to walk across.</p> <p>Middle staff then moves back to their place in the line once class has crossed the road.</p> <p>Staff at the back of the line to keep other adults informed if they need to slow down, if some students are not keeping up.</p> <p><i>With three students, walk together as a group, cross together.</i></p>
Separation from group	<p>All staff to have each other's mobile numbers.</p> <p>All staff to have school telephone number</p> <p>All students to be allocated to specific adult</p> <p>All students to have communication slip</p> <p>All students to know which group they are in.</p> <p>Specific meeting place (Spa School Camberwell)</p> <p>** Follow missing pupil protocol if necessary **</p>
Vulnerability in public toilet	<p>Students to go to the toilet before leaving the school building.</p> <p>Students to be returned to school if they need to use the toilet.</p>
Anxiety	<p>Students to be prepared for the trip well in advance – schedules, social stories, photos and videos to be used as appropriate.</p> <p>Staff to keep students informed and positively build up to any unexpected activity.</p> <p>Staff member to remove student from situation until calm.</p>
Challenging behaviour / Refusal to follow directions	<p>1:1 Support</p> <p>Reinforce and model calm positive behaviour and language. Return to school</p> <p>Risk assess before leaving and do not take students off site if they have previously been upset – check with SMT if unsure</p>
Student leaving group	<p>Adults to be assigned to specific students</p> <p>Regular headcounts</p> <p>Group to move together</p> <p>All staff to have mobile phones</p> <p>One staff member to follow student and direct back to school</p> <p>Follow missing pupil protocol if necessary.</p>

Engaging with members of the public	Students to be reminded of purpose of trip and review stranger danger Students to be with staff members at all times Students to be reminded about behavioural expectations before leaving school All students to wear recognisable Spa School uniform. All students to wear lanyards.
Students becoming frustrated with activities/becoming upset	Expectations managed before leaving / day before – students to look at script in advance. Staff to return students to school if in need of a break. Staff allocated to individual students and follow student if walking away and direct to quiet place

**What we will do as an alternative activity if on arrival the planned activity is not possible?  
(Remember many accidents occur when last minute unplanned activities are undertaken)**

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**Signed Visit Leader:** ..... **Date** ...../...../.....

**Leadership Team approved:** .....



#### **Off-Site Learning: Full Risk Assessment**

This form must be submitted at least one week in advance of any activity.

<b>Place and date to be visited</b>	<b>Activities within 1 mile radius of the school</b>
<b>Class Group</b>	

Student	DOB	Parental Approval	Specific Needs (include medical needs, Individual Risk Assessments, key risks)

### Staff & Deployment

Staff member	Teacher/Support	Specific Role / Support	First Aider

### Risk Assessment:

I consider the following to be the **specific risks** involved in undertaking this visit and have identified the following means to minimise these risks.

*(Remember we work in a busy city with heavy traffic and many locations are near the river with associated hazards.)*

Identified Risk	Action / Method of operation that will be taken

**What we will do as an alternative activity if on arrival the planned activity is not possible?  
(Remember many accidents occur when last minute unplanned activities are undertaken)**

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**Signed Visit Leader:** ..... **Date** ...../...../.....

**Leadership Team approved:** .....