KINGSBRIDGE COMMUNITY COLLEGE

Management of Outdoor Education, Visits and Off-Site Activities

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1. Introduction

1.1 This policy covers all off-site visits and activities organised through the college and for which the Governing Body and Principal are responsible. The Governing Body endorses the Devon County Council/Torbay Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022" (OEVOSA) as the basis for the college's policy for the management of visits and off-site activities.

1.2 The purpose of this policy is to explain how the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Kingsbridge Community College.

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

2. Responsibilities of the Principal/designated person on SLT with responsibility for Trips and Visits

2.1 The Principal will:

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

3. Responsibilities of the Educational Visits Co-ordinator

3.1 Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Claire Roberts

3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

3.3 The functions delegated to the EVC are:

- to be the principle contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment

- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and carers and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt, and ensure that visit leaders have uploaded any accident/incident reports to Evolve.
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.
- to ensure that debrief has been undertaken by senior staff of trip leader/trip staff of residential trips upon return, or at the start of the next term for those that run into holidays.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures.
- carry out specific activities in accordance with the detail of OEVOSA
- use 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 students in roles, responsibilities and expectations, including production of a duty rota for the duration of residential trips (see Appendix 1).
- inform parents and carers 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 adjust accordingly
- upload any incident/accident reports to the visit form in Evolve after the trip/visit has taken place in order to maintain statutory records.
- will ensure provision is made with regard to overnight arrangements for any transgender students. Leaders will liaise with parent/carers to agree on these arrangements and note on the Standard Operating Procedures (SOP). Where a solution is not able to be found - the leader will request the venue to provide an appropriate solution.

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

5.1 Members of staff, volunteers and parent helpers should:

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

6. Responsibilities of Students

6.1 Whilst taking part in off-site activities students 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 and Carers

7.1 Parents and carers 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 and carers should:

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

8. Risk Assessment

8.1 The college 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 college specific SOP documents.

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

8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated in either hard copy or electronically and the Visit Leader will either confirm these as adequate for the proposed visit/activity or the additional control measures needed will be listed in the enhanced risk assessment column.

8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.

8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9. Approval of Off-site Activities

9.1 The Principal or designated person on SLT with responsibility for Trips and Visits 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.

9.2 There are 3 categories of visit:

- ***Category A:***
  Non-adventurous visits ie. visits to local places of worship, farms, public places etc.
  Non-adventurous residential visits ie. cultural visits to towns/cities etc.
- ***Category B:***
  Adventurous visits where activities are delivered by school staff (ie. Ten Tors, kayaking etc.)
  Adventurous day visits led by external providers (ie. visits to climbing centres, a pony trekking centre etc.)
  Adventurous residential visits to outdoor centres
- ***Category C:***
  Visits of all types outside the UK

9.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Principal or designated person on SLT with responsibility for Trips and Visits ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

9.4 The policy of Kingsbridge Community College is that Category A visits will be uploaded to the Evolve system to allow the Headteacher and the EVC to monitor the management of off-site visits.

10. Safeguarding

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

10.2 Arrangements should be in place to enable contact with the college's Designated Safeguarding Officer outside normal college 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.

11. The Provision of Training and Information

11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the college 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 via the Evolve system.

11.2 The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the designated person on SLT responsible for Trips and Visits and the EVC and records of qualifications will be uploaded to the Evolve system.

12. Action in the Case of Emergency

12.1 The EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.

12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a college contact for outside normal hours if necessary.

12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

13. Monitoring and Review

13.1 The college 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

14. Submission of Visit Form Timescales

14.1 Submission of Visit Form Timescales
Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

- Category A Day Visits – 2 weeks prior to trip to allow Principal's approval.
- Category A Residentials – 2 weeks prior to trip to allow Principal's approval.
- Category B Adventurous Day visits – 3 weeks prior to trip to allow Principal's approval and submission to LA in time to meet 2 weeks prior to trip deadline set by LA.
- Category B Adventurous Day visits – 2.5 months prior to trip to allow Principal's approval and submission to LA in time to meet 2 months prior to trip deadline set by LA.
- Category C Overseas visits – 3.5 months prior to trip to allow Principal's approval and submission to LA in time to meet 3 months prior to trip deadline set by LA.

……	……
Chair for the Governing Body	**Date**
……	……
Principal	**Date**

Consumption of Alcohol

1. Some countries and certain organisations also prohibit the possession and consumption of alcohol, whether by minors or adults.
2. It should be noted that it is a potential disciplinary offence for a teacher to be at work (as they are when accompanying a college trip) when affected by drink (even if not 'drunk' in the everyday sense of the word) or indeed by other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the college is aware) as being in such a state potentially puts students and colleagues at risk and may also undermine discipline and good order and perhaps bring the college into disrepute.
3. Staff who choose to drink alcohol whilst on trips should remember:
   - The core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
   - All staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening or overnight on residentials, or where more than one teacher is needed.
   - The example which students take from the behaviour of staff
   - The nature and age range of the students and the context of the trip
   - Any particular factors, such as the presence of guests, younger children, etc.
   - The possible effect on the college or the Trust's reputation, including how this may be perceived by others.
4. In practical terms, where there are several members of staff accompanying a trip, it might be acceptable for staff to have a small glass of wine at dinner, providing another member of staff acts as the 'designated driver', and does not consume any alcohol at all, but who this will be depends on factors such as who has first aid qualifications, who can drive the available vehicles, etc.
5. Staff abstaining from drinking alcohol whilst supervising students is the ideal. Those who wish to drink alcohol should keep within the UK legal limit for driving, regardless of whether or not they may be required to drive.
6. If on a day trip, theatre visit or similar, at least one member of staff per vehicle must abstain and be in charge on the journey.
7. On residential visits, a minimum of two members of staff each day, preferably one of each sex in a mixed party, must abstain and be on duty. Others must be ready to act in an emergency and be aware of their duty period on any rota.
8. Trip leaders should devise a rota of who is on duty at all times throughout the duration of the trip and communicate this with the EVC and trip staff prior to the trip going ahead. Approval for the trip going ahead will be contingent on the production and approval of this rota.

Students & Alcohol

9. Students are not permitted to drink alcohol on college trips and visits, even if they are over the age of consent.
10. All students of Kingsbridge Community College are expected to abide by the law at all times. They should also be aware that whilst either on a college trip or at college, they are representatives of the college and thus should behave as ambassadors. We expect them to uphold the reputation of the college at all times. Any pupil in possession of an illegal substance will face exclusion. (See behaviour for learning policy).