



AVANTI HOUSE

EXCELLENCE · VIRTUE · DEVOTION

Off-site and Residential Activities Policy

Approval	
Date Approved	September 2019
Date to be reviewed	September 2020
Lead Professional/s	Principal

This policy should be read in conjunction with:

- *Equal Opportunities Policy*
- *Special Education Needs and Inclusion Policy*
- *Child Protection Policy*
- *Safeguarding and Safer Recruitment Policy*
- *Notes of Guidance on First Aid/Administration of Medications*

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1.0 Introduction & Policy Statement

As a matter of policy, we at Avanti House Primary School encourage educational visits of all kinds as part of the wider educational experience that we offer to our pupils. We believe that pupils gain a great deal through experiences which take them out of the classroom and into the wider world. The ability to be independent, to take initiative, to test one's resolve and inner strength, to see the world through others' eyes are all benefits which educational visits bring. For all trips and visits, whether residential or not, permission must be sought from the Principal. School procedures must be followed rigorously. There will also be trips, some within walking distance, which enhance the teaching of the curriculum, reinforce community links or provide extra-curricular opportunities. Others visits will be more generally educational, in social, cultural and recreational ways.

All such visits off the school premises, no matter what their length or how close to, or far from, the school they are, require careful planning to ensure that pupils make the maximum benefit from them, and that all issues relating to Health and Safety, and the safeguarding of children, are borne in mind. Any member of staff planning a trip must ensure they have the emergency contact details for each child and any medical or special needs requirements for every child attending and these should accompany them on the trip. This policy applies to all members of our school community.

2.0 Inclusion and Educational Visits

Avanti House Primary School is fully committed to ensuring that the application of this Educational Visits policy is non-discriminatory in line with the UK Equality Act (2010). We seek to implement this policy through adherence to the procedures set out in the rest of this document. In those instances, where it is needed and we deem it important, we will assist with financial support, in order to allow all of our pupils' access to a wide range of visits and experiences. Pupil Premium funding will be used to assist FSM and Ever 6 pupils where appropriate. Staff organising a trip should also refer to our SEND and Equal Opportunities policies.

3.0 Statutory Framework

This policy, which is available to all interested parties on the school's website and on request from the main school office, is guided by the following:

- Safety in Outdoor Education (DfE)
- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies
- Standards for LEAs in Overseeing Educational Visits 2002
- Standards for Adventure 2002
- A Handbook for Group Leaders
- Group Safety at Water Margins
- Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales)
- Health and Safety: Advice on Legal Duties and Powers (DfE June 2013)
- Standards for LEAs in Overseeing Educational Visits
- Health and Safety: Advice on Duties and Legal Powers

4.0 The Legal Framework

Under the Health and Safety at Work Act 1974 the Avanti Trust is responsible for the health, safety and welfare of employees, pupils and anyone who might be affected by its activities including educational visits. The Management of Health and Safety at Work Regulations 1992 require the Avanti Trust to:

- assess the risk of activities;
- introduce measures to control those risks;
- tell their employees about those measures.

- Inform the school of any serious risks.

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- cooperate with Trust and the school over safety matters;
- carry out activities in accordance with training and safety instructions.

5.0 School Procedures and Roles and Responsibilities

The School Stakeholders Committee (SSC) is responsible for monitoring compliance with Health & Safety standards through the effective use of policies and practise.

The Principal is responsible for publishing the policy and procedures for Educational Visits and to monitor compliance with the Trust's policies and guidance on Health and Safety at work and school.

The Principal is responsible for designating a suitably trained member of the staff to act as the school's Educational Visits Coordinator (EVC); ensuring adherence to the policy and procedures including the procedures adopted for support staff managing the collection of any monies; reporting any significant incident to the Trust.

5.1 School Procedures for Planning a Trip or Activity

A Risk Assessment must be drawn up, in consultation with the Educational Visits Co-ordinator and submitted to them for approval. Costing must be drawn up and submitted to the Deputy Principal/Principal, to ensure value for money. All relevant recommendations of the DfE and the Department of Health (as set out in the booklets: Health and Safety of Pupils on Educational visits, Handbook for Group Leaders), must be carried out. For residential trips, any non-employees who accompany the group must have undergone DBS checks. Supervision levels, procedures for unsupervised time and emergency procedures are outlined in the attached procedural document. In the case of trips leaving the school site we will use an approved coach company.

5.2. The organising member of staff must gain the permission for the trip in principle from the Principal. This should be done by submitting the proposed details.

5.3 Once permission has been given, a letter with consent slip (where needed) must be sent to parents/ carers. This letter must contain the trip itinerary, any cost to parents, any activities undertaken on the trip and make parents/carers aware of any potentially hazardous situations that may be experienced on the trip. (e.g. unsupervised time, physical activities that may result in injury). A copy of this letter should be lodged with the Senior Administrator and Principal.

5.4. A full risk assessment should be carried out and breakdown of costs supplied, including the cost of any insurance and supply teachers needed to cover classes.

5.5. When planning an activity involving activities such as caving, climbing, trekking, skiing or water sports, a check must be made that the provider holds a licence as required by the Adventurous Activities Licensing Regulations 2004 (for England, Scotland and Wales)

5.6 The organising member of staff must ensure that each pupil has submitted a permission slip, or paid in full for the visit, via parent pay. Payment through parent pay is also taken as permission for the child to attend the visit. No permission slip - no attendance.

5.7. The organising member of staff should arrange a pre-visit of the venue.

5.8. The checking of qualifications/DBS status of any outside instructors or guides must take place.

5.9. The organising member of staff must liaise with the Deputy Principal/Principal and arrange provision for First Aid emergencies – this must be in accordance with the school's First Aid Policy.

5.10. The organising member of staff must liaise with the Catering Manager if any food or drink needs to be supplied and if a significant number of pupils will not need to be catered for at school.

5.11. The organising member of staff must ensure there is a nominated emergency contact based 'at home' for both trips and residential stays – this will be the Principal in the first instance.

5.12. The Party Leader must complete a Visit Evaluation Form after the visit.

The following must be lodged with the EVC;

- Copies of all letters sent to parents regarding arrangements for the trip
- A full list of all pupils and staff going on the trip
- Risk assessments for all areas of the trip
- Contact details for all members of the party's parents/carers
- Medical Details for all members of the party

For residential trips you must also leave:

- The name of the home based contact
- A list of contact numbers for parents/carers of pupils
- The phone number and address of your accommodation
- Details of your itinerary

The organising member of staff must be responsible for:

- Medical consent forms providing up to date medical details for all members of the party
- A First Aid Kit
- Contact details for all members of the party's parents/carers
- Contact details for the named 'home' contact
- Risk assessments for all areas of the trip, including what to do in each case if there is an emergency

Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit, always bearing in mind the nature and purpose of the visit set out by the party leader.

6.0 Considerations when planning a trip or residential stay

6.1 Supervision levels

Mixed parties should, wherever possible, contain at least one female and one male member of staff. Ratios will adhere to current government guidance appropriate to the age of the pupils. At least one member of the school staff on the trip will be first aid trained and, if any pupils are under the age of 5, carry full paediatric first aid training.

SEND pupils will be involved as much as they can be whilst still remaining in a safe environment. Their individual abilities and needs must be assessed by the trip leader, and additional staff taken on the trip if necessary. All staff or adults accompanying a trip, and any 3rd party provider's staff, must have the relevant clearance i.e. DBS check

6.2 Pupils left Unsupervised

Pupils must not be left unsupervised at any time during a school trip.

6.3 Travel

If travel is by coach, the organising member of staff must ensure that the pupils are seated, one to a seat and that they are wearing seatbelts. If any member of staff has concerns about the fitness of either the driver or the vehicle, they should make the organising member of staff aware. If travel is by public transport, pupils must be aware of the hazards and a contingency must be in place to ensure that all pupils remain together as a group with at least one adult at all times.

6.4 Accommodation

For residential trips, the organising member of staff should ensure a check is made of all allocated rooms to make sure that there is nothing unsafe or broken. Premises management should be informed at once if problems are found. Pupils must be made aware of fire procedures and fire escape routes. Pupils must be made aware of where staff are accommodated. Members of staff must ensure that all pupils are in their rooms at the appropriate bed time.

6.5 Expectations of Behaviour

For obvious Health and Safety reasons and for the enjoyment of the trip or activity by all pupils and members of staff, the organising member of staff must make clear the following expectations with regard to behaviour:

- Behaviour on a school trip must be in accordance with Avanti House Primary School's Behaviour Policy
- All pupils should observe the highest standards of politeness, courtesy and conduct at all times
- Particular care needs to be taken when on public transport or in residential accommodation

Even out of school time, pupils are representing the school and should do everything in a way that reflects positively on them as well as on their school

6.6 Behaviour around Water

Staff must make pupils aware of the risks associated with swimming pools, lakes, rivers and the sea: If in doubt about the safety of a pool or other body of water, pupils should not be allowed to swim. If pupils are to swim, a member of staff must always remain out of the water.

6.7 Smoking

Smoking is not permitted on school trips.

6.8 Serious Misbehaviour

It should be made clear to parents in advance that in some circumstances, the organising member of staff may take the decision, in consultation with the Principal to send a pupil home. In this case, parents will be liable for any costs incurred.

6.9 Staff Protocol

Staff behaviour on trips must be consistent with the expectations of the school as outlined in the guidance in the staff code of conduct which may be found in the staff handbook.

Staff are reminded that they are expected to maintain their professionalism at all times; smoking or drinking alcohol in front of pupils would inevitably compromise this. Staff must be capable at all times of responding to an emergency situation. Behaviour which compromises their position in front of pupils or brings the school into disrepute may be dealt with as a disciplinary matter.

7.0 Risk Assessment: Visit/Site Specific Risk Assessment

Identifying Significant Hazards –

Consider the activity and look for what could potentially pose a risk to participants: hazardous activities

- fire precautions and fire procedures
- pupil supervision including remote supervision
- transport
- first aid and the administration of medicines
- safeguarding
- security
- welfare of pupils

- 'Plan B' procedures
- emergency procedures
- insurance
- clothing and equipment
- weather conditions
- the nature and location of the journey or venue
- transport and route issues
- equipment safety and suitability
- special educational or medical needs
- staff ratios, qualifications, experience and competence
- composition of group e.g. age, sex and ability
- any potentially changing circumstances and how these might affect the risk assessment

Considering who is at risk :

- Pupils
- Group leaders
- Visitors
- The general public

7.1 Implementing control measures

Can I get rid of the risk altogether?

How can I control or minimise the risk so that hazards are unlikely or reduced to an acceptable degree given the nature of the activity?

On-going Risk Assessments and Reassessments

Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader. The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Events such as changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc may lead to a reassessment of risks. Contingency plans should have been discussed with other supervisors. In the case of a serious incident, emergency, serious risk or incident in which the media might be involved, the Emergency Procedure should be adopted. All supervising staff have responsibility for the welfare of pupils, staff and members of the general public who may be affected by any incident. Where a member of staff feels that the decisions of another may place any of the above in the way of danger, they should express their concerns to the party leader or to the Principal.

7.2 Recording Risk Assessments

It is a legal requirement to record and keep risk assessments. You must show that:

- A proper check was made
- Those who might have been affected were considered
- Action was taken to deal with significant hazards
- The precautions were reasonable and the remaining risk was low

8.0 Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies.

A serious accident is defined as:

“An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury”

“Circumstances in which a party member might be at serious risk / have a serious illness”

“Any situation in which the press or media might be involved”

8.1 Care of Group in an Emergency:

- Emergency Procedure
- Establish nature and extent of the emergency.
- Advise other school trip staff of the incident and that emergency procedures are in operation.
- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for

8.2 Communication

Contact the school (Reception during working hours or the Principal or the emergency contact number)

Be ready to give the following information:

- Telephone number you are calling from (and an alternative)
- What happened including details of injuries
- To whom, Where, When
- What has happened since
- If a fatality is involved, has this been confirmed? By whom?

8.3 Next Steps and General Advice

Parents and relatives will naturally be anxious to establish what is happening but try NOT to let party members (staff or pupils) telephone home until after you have made contact with the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed

- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the school as soon as possible”: Under no circumstances should the name of the casualty be divulged to the media.
- Do NOT admit liability of any sort to anyone.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present. Retain any equipment involved in an unaltered condition.

As soon as possible keep a written record of all that happens. Be as compassionate as possible with anyone involved. If you change location, remember to let the school/home based contact has the new telephone number at which you can be contacted. You should follow the instructions from the local police/emergency services. The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition. Keep the party together - if a pupil has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives, keep in close contact with the school so that you can decide jointly what the next steps should be. A copy of these guidelines must be taken by all party leaders and their deputies.

8.4 Collection of Information before a Trip

We do not need to have a separate consent form for local walks – permission will be gained at entry to school and this will be in place for all such walks. The organiser of the trip should check with the EVC if and when a separate consent form is required.

The consent form should be sent out for every school trip for which it is needed, although payment for a specific trip is considered as consent. If for any reason the form is not returned either electronically or in paper form then email consent must be sent by either parents/carers to the Trip Leader – this email should be printed and taken on the trip. The electronic signature left by the computer the email has been sent from will be available in order to verify the authenticity of the email.

The consent and medical forms will contain emergency contact numbers and details of all medical conditions, as well as guidance on the latter where needed. Where noted, further details of medical conditions can be obtained from the school records via the School office. If in doubt, contact parents /carers for further information and advice. All these documents should be destroyed on return to school and not reused.

8.5 First Aid Kits

The school First Aiders will organise a first aid kit, suitable for the trip depending on type of exercise and numbers attending. Please specify if there is anything particular you need in your kit.

9.0 Records and Recordkeeping

Records for each Educational Visit will be retained centrally by Avanti House Primary School for a minimum of three years.

10.00 Monitoring, Evaluating and Reviewing

The Principal, in consultation with staff, will undertake systematic monitoring and conduct regular reviews of this policy and procedures in order to evaluate them to ensure that the operation is fulfilling requirements. The Principal will keep the SSC informed.