

Educational Visits and Outdoor Activities Policy

Bright Futures Educational Trust Vision

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential.

Rationale

The Academy acknowledges the importance of educational visits and outdoor activities in fulfilling its curricular aims, (as stated in the curriculum policy), both within and outside the normal Academy day. Such experience is required by, or does much to enhance, the delivery of KS3 and KS4 courses and it contributes in many ways to personal and social development.

This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. The following give an indication of the wide range typical of the Academy's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, a farm and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

Principles

- The need to address any additional risk to the health and safety of participants that arises from such visits and activities is also acknowledged.
- The Academy accepts that leaders have a duty to take all reasonable care for the pupils' safety and to act as a prudent parent would in similar circumstances.
- The extra work and responsibility undertaken by party leaders are recognised and valued, as is the voluntary nature of much of their input.
- The Academy seeks to encourage, support, facilitate and ensure the smooth running of such visits and activities through appropriate advice and training.
- Full information to parents or carers about arrangements for any off-site visit or activity is a prerequisite, as is their written agreement to such arrangements.
- Due regard is taken of the impact of groups on the environment and on its other users when choices about location and types of activities are made.
- The Academy adopts the National Guidelines for Safety in Outdoor Education and on Educational Visits except for the procedural differences outlined in the next section.

1. The role of the Educational Visits Coordinator (EVC)

- 1.1 The Educational Visits Coordinator (EVC) will support the Principal to ensure the smooth operation of off-site visits.
- 1.2 The EVC must have an overview of the planning and organisation of all educational visits and ensure consistency to improve the quality and safety of educational visits.
- 1.3 The EVC will oversee and approve risk assessments for all Academy trips.
- 1.4 The EVC should refer to OEAP Employer Guidance website: EVC Essential Reading.
<http://oeapng.info/>

- 1.5 The EVC will provide staff with Forms A and B – intention of visit forms.
- 1.6 Payment reports will be provided by the Finance Manager when requested or at an agreed regular basis e.g. once a week.
- 1.7 The EVC will keep form A/B, the approved risk assessment and payment reports.
- 1.8 The EVC will add the trip to the calendar and to the trips list.
- 1.9 The EVC will provide a summary of trips undertaken at the end of each term.

2. Approval of Visits

- 2.1 On behalf of the Governing Body, the Principal gives approval for off-site visits, activities and associated transport arrangements of one day or less in duration in the UK and which are not potentially dangerous. Such approval will be requested by staff completing and submitting an Intention of Academy Visits Form. On approval either visit authorisation form A or form B must be submitted.
- 2.2 For non-residential visits - two copies of visit authorisation form A, (see Appendix A), should be submitted to the EVC a minimum of three weeks before the proposed trip. After approval one copy will be returned to the visit organiser and one copy will be kept by the EVC.
- 2.3 For residential visits - visit authorisation form B, (see Appendix B), is completed in triplicate, as visits of this type require approval from the Governing Body. This should be at least eight weeks in advance of the visit and will often be as much as twelve months in advance for foreign and other residential visits. One copy is retained by the Principal, one copy is kept by the EVC and one copy is returned to the organiser once approval has been given.
- 2.4 Full Governing Body meeting take place towards the end of each term and the timing of the submission of Form B should take this into account.
- 2.5 Appendix C contains checklists for the arrangements of both non-residential and residential trips and visits.
- 2.6 In order to support colleagues the trip organiser will inform relevant staff of the absence of a pupil from their lesson as early as possible, and in all cases, no shorter than five working days before the trip takes place.

3. Inclusion

- 3.1 Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.
- 3.2 Trip organisers are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.
- 3.3 It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

4. Risk Assessments.

- 4.1 Risk assessments must be completed at the same time as Form A or B and submitted to the EVC for approval. Generic risk assessments can be requested from EVC and will be found in the teams file. It is important to ensure you complete the trips plan section found in appendix G in order to ensure you are clear on the planned activities for the visit with appropriate times where necessary.

5. Behaviour and Safety during the Visit

- 5.1 Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. The 'Code of Conduct for all Academy Activities' can be found in Appendix F.
- 5.2 Monitoring of the visit must be on-going, and this contributes towards both enjoyment and safety.
- 5.3 Pupils/students are expected to abide by the Academy Behaviour and Discipline policy when on educational visits or outdoor activities.
- 5.4 On residential trips, any pupil/student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.
- 5.5 It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc.
- 5.6 Following the visit, the visit leader should record any significant issues, for both reference and to inform future visits and return a completed Educational Visits and Trips Review document to the EVC within 2 weeks of the trip return. This form can be found in Appendix E.

6. Parent / Carer Consent

- 6.1 Section 35 of the Education Act 2004 states: 'Where a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary although it is recommended good practice to ensure that parents are informed'.
- 6.2 For regular, routine activities within the local community (e.g. Carol Service) parents/carers give annual consent / written consent on entry to the Academy. Risk assessments will be available on request
- 6.3 For all other visits, parents/carers are made fully aware of the likely risks and their management, so that consent or refusal can be given on a fully informed basis.
- 6.4 Information to parents must include full details of the activities to be undertaken and venues, together with the supervision arrangements and any other relevant information. All possible alternative activities (including 'Plan B' arrangements) must also be included within the information given to parents.
- 6.5 Examples of, and guidance for, written letters for parental consent will be provided by the EVC if requested.

7. The responsibilities of the Trip Leader and accompanying staff

Date Reviewed by Governors
Next Date for Review

- 7.1 The Trip Leader is responsible for the planning and organisation (or the co-ordination of this in appropriate cases) of the trip and for taking day to day decisions once the trip is in progress. There must always be a designated Trip Leader, who is a member of the teaching staff.
- 7.2 The accompanying teachers are in loco parentis (i.e. responsible for taking immediate and appropriate decisions) of the students in their charge at any given time.
- 7.3 Even if other adults accompany the trip, the staff remain ultimately responsible in law for the students. It is, therefore, essential that adults are properly briefed on their role.
- 7.4 Notice is drawn to advice regarding the appointment of all staff, particularly with regard to the checks which must take place to ensure the member of staff, supply teacher or volunteer is suitable.

8. Staffing, Ratios, and Supervision

- 8.1 On all visits there must be 'effective supervision' that has been approved by the EVC and the Principal, and where applicable, in accordance with Governing Body policy.
- 8.2 Particular consideration must be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.
- 8.3 Definitions of 'Adventurous Activities' can be found in Appendix D, although this list is not exclusive.
- 8.4 The Academy has the following staffing ratios:

	Visit	Staffing ratio	First aid requirements
a	Visits with years 7 to 11 inclusive of less than one day and within GB, but not involving potentially dangerous activities.	1 : 20 No less than 2 members of staff Ratio not to include staff for SEN support.	Routine urban visits should have access to a person with basic skills in first aid.
b	Residential visits - ratio not to include staff from the residential centre.	1 : 10 No less than 2 members of staff Ratio not to include staff for SEN support.	Residential activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award). First aid provision must be available at all times.
c	Visit involving activities which could be potentially dangerous, e.g. low level walking below 400m, minimum two teachers. Parties above 20 must be split and staffed as separate groups.	2: 20 Ratio not to include staff for SEN support.	Adventurous activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award).
d	Visits involving activities which could be potentially more dangerous, e.g. winter or summer high level walking, canoeing and swimming.	1:10 No less than 2 members of staff Ratio not to include staff for SEN support.	Adventurous activities should be accompanied, or have access to, qualified first aid provision (minimum 2 day award).
e	Transport to and from sports centres.	Staffing, transport and insurance arrangements to be described in letter to parents and reply slip received.	
f	Local visits with Years 10 and 11	1:20 No less than 2 members of staff Ratio not to include staff for SEN support.	

Cedar Mount Academy

Outdoor education and educational visits approval form A

For visits of less than one day, not involving potentially dangerous activities and not outside Great Britain.

Please complete and submit two copies to the EVC as soon as the visit is planned, a minimum of three weeks before proposed trip and before any firm bookings are made or deposits paid.

Purpose of Visit (please include intended impact)	
Date of Visit	
Approximate time of departure	
Approximate time of return	
Destination	
Visit Organiser (Leader) Please include cover requirements (inc duties)	
Additional members of staff Please include cover requirements (inc duties)	
First Aid Provision	
Names of students and details of impact on lessons	
Age range of students	
Method of transport	

Approval Granted

Signed Trip Leader		Date	
Signed EVC		Date	
Signed Principal		Date	

Date Reviewed by Governors
Next Date for Review

Cedar Mount Academy

Outdoor education and educational visits - approval form B

For all visits longer than one day and/or involving potentially dangerous activities or abroad, please complete and submit three copies to the EVO as soon as the visit is planned and before any firm bookings are made or deposits paid. This must be at least eight weeks before the planned departure date.

The EVC will then pass to Principal / Governors for approval

It is the responsibility of the organiser to ensure that approval has been given prior to the visit taking place.

Purpose of Visit	
Date of Visit	
Approximate time of departure	
Approximate time of return	
Destination (full address)	
Visit Organiser (Leader)	
Additional members of staff	
First Aid Provision	
Number of students	
Age range of students	
Method of transport	

Have all leaders' previous experience of or have they received training in the proposed activities?	YES/NO
Have all staff supervisors read the appropriate sections of the OEAP Guidance website: http://oeapng.info/ (staff area,) for safety in outdoor education and on educational visits, and have other adults who are supervising been made aware of their responsibilities?	YES/NO
Does the visit involve the use of an outdoor education or ski centre or any other form of accommodation?	YES/NO
If YES, has the venue been assessed	YES/NO
Are any of the supervisors competent to provide first aid?	YES/NO
Has the Academy taken account of the risk factors in the planning of this visit	YES/NO

Date Reviewed by Governors
Next Date for Review

Does any travel company involved in the visit have ABTA/SAGTA membership?	YES/NO
Will all participants have suitable footwear/clothing/equipment for the proposed activities?	YES/NO
Has insurance cover been arranged?	YES/NO
Does the visit involve the participants in any activity which might be deemed potentially dangerous? If YES, please complete part 2.	YES/NO

Part 2**Visits involving potentially hazardous activities**

Activities to be undertaken	Exact location	Member of staff in charge of activity
	Emergency Telephone:	Emergency Telephone:

Will information be available at the Academy and/or accommodation bases giving details of the location, routes, escape routes, times, etc to enable action to be taken in the event of an emergency?	YES/NO
Will all staff and volunteers who are supervising a potentially hazardous activity have the relevant qualifications/experience?	YES/NO
Please list any activities which will be under the direction of instructors provided by an outside provider (e.g. skiing or outdoor pursuit's centres).	
Has confirmation been provided that all such persons have relevant qualifications or, if no national qualifications exist, that they have relevant experience?	YES/NO
Will ALL participants have appropriate or specialist clothing/footwear /equipment for the activities to be undertaken?	YES/NO
In the case of visits to wild and mountainous country, have any of the adult supervisors covered the route previously? If YES, please give name(s) of relevant person(s)	YES/NO
Is at least one member of the adult supervisors currently first aid qualified, and are they able to identify and treat conditions associated with exposure? If YES, please give name(s) of relevant person(s)	YES/NO

Part 3**Certification by Principal and Governors**

Signed Trip Leader	
Signed EVC	
Signed Principal	
Signed Chair of Governors or nominated Governor	

Non-residential Visit Checklist

(To be handed in to the Educational Visits Coordinator **BEFORE** the visit).

Trip Leader		Date of Trip		Destination	
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Action	Date	Signed
All paperwork completed.		
Staff accompanying the trip has appropriate qualifications / competencies.		
Staffing ratios checked.		
Cover arrangements also checked.		
TWO copies of Form A to be submitted to Principal for approval.		
If approved, one copy of Form A returned to the EVC and one copy to the trip organiser.		
Risk assessment completed and approved.		
Insurance checked and in place.		
Accompanying staff have been informed of specific roles and responsibilities.		
Child protection / Safeguarding issues have been checked with Lead Safeguarding Officer		
Any SEN issues have been addressed.		
Letters / information distributed to parents / carers.		
Reception staff informed of date, destination, and pupils involved.		
Consent forms collected.		
Tickets booked where relevant.		
Travel arrangements completed.		
Kitchen informed where students/pupils are missing lunch.		
Information about students / pupils circulated to teaching staff.		
Medical and contact information collated.		
Emergency contact details and emergency procedures are in place.		
Emergency contact: _____		

Date Reviewed by Governors
Next Date for Review

Residential Visit Checklist(To be handed in to the Educational Visits Coordinator **BEFORE** the visit).

Trip Leader		Date of Trip		Destination	
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Action	Date	Signed
Paperwork collected from EVC.		
Staff accompanying the trip has appropriate qualifications / competencies.		
Staffing ratios checked.		
Permission sheet submitted to EVC/Principal for approval. Cover arrangements also checked.		
Copies of Form B to be submitted to EVC/Principal for approval.		
If approved, one copy of Form B returned to the E.V.C. Other copies to Principal and Governors.		
Risk assessment completed and approved by Events Co-ordinator.		
Insurance checked and in place.		
Accompanying staff have been informed of specific roles and responsibilities.		
Child protection / Safeguarding issues have been checked with Senior Safeguarding Officer		
Any SEN issues have been addressed.		
Letters / information to parents/carers checked by Principal or Vice Principal.		
Letters / information distributed to parents / carers.		
Reception staff informed of date, destination, and pupils involved.		
Consent forms collected.		
Passport information / visa information etc collected for overseas trips where appropriate.		
Tickets booked where relevant.		
Travel arrangements completed.		
Information about students / pupils circulated to teaching staff.		
Medical and contact information collated.		
Emergency contact details and emergency procedures are in place.		

Date Reviewed by Governors
Next Date for Review

Definition of an 'adventurous activity'

The following activities are regarded as 'adventurous' and require Governing Body approval:

- All activities in 'open country'
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- Narrow boat Day Trips / Residentials
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope and Indoor snow domes)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports
- Ice Skating
- Orienteering
- Mountain Biking / BMX Cycling / Road Cycling
- Skateboarding / Roller Blading
- Laser Quest / Paint Ball
- Bushcraft
- Forest Schools

Educational Visit Review Form

Trip destination	
Year group	
Lead teacher	
Highlights of the Visit	
How could the visit have been improved	
Details of any accidents or near misses	
Is this visit worth repeating	

Code of Conduct for all out of Academy activities

All participants on any out of Academy activities are entitled to, expect that their safety, will come first.

The following code of conduct sets out the Academy's expectations. It is a code of conduct that ensures safety and enjoyment for all involved in these activities.

Students should:

- Follow the rules established at the start of each activity, without fail and without question
- Never leave the group whether indoors or out without permission from a responsible adult.
- Always be in a group of at least three
- Be considerate and respectful at all times to all members of the group and the community
- Remember that they are representatives of the family, their Academy, their community and their country, and behave accordingly.
- Be punctual
- Avoid noisy behaviour at all times
- Abide by the laws of the countries visited and comply with customs regulations
- Not purchase or consume alcohol/drugs or cigarettes or potentially dangerous weapons or fireworks
- Understand that parents will be informed as soon as is practicable of any breach of the code of conduct

CMA - Activity Plan to accompany the risk assessment.

ACTIVITY:

LOCATION:

DATE:

PREPARED BY:

REVIEW DATE:

Estimated time	Activity	Staff instructions