



WOOTTON PARK

'Ipsam quod faciendum est diutius'

Title	Educational Trips and Visits Policy
Year	2018/2019
Author	Jane Page
Governor Link	Andre Gonzalez de Savage
Date approved by Full Governing Body	September 2018
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1. Scope

This policy applies to all external visits involving learners at Wootton Park School. It applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

2. Definition

External Visits are defined as events that involve learners being away from their normal school, while in the care of the school or other service.

3. Benefits

All learners should be given the opportunity of benefiting from participation in a wide range of visits and activities, including Learning Outside the Classroom (LOTc), local activities, day visits, residentials, field studies and outdoor adventure activities. Whether their emphasis is adventurous, academic, sporting, cultural, spiritual, community linked or creative, off-site visits and outdoor learning provide first-hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and enriching the curriculum.

4. Employer Policies and Procedures

Wootton Park School has formally adopted “*National Guidance*” as “*Wootton Park’s Employer Guidance*”. This Educational visits guidance can be found on the following web site: www.oeapng.info. Additional to this we have a service level agreement with Longtown Outdoor Learning Centre who offer an advisory service to the school in relation to all trips and visits.

Where a Wootton Park employee commissions an activity, they must ensure that such commissioned agent has systems and procedures in place where the standards are not less than those required by National Guidance.

5. Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on eVisit. This eVisit website can be accessed using the following link: <https://www.e-visit.co.uk/LongtownOutdoorLearning/eVisit/Login>. All Visit Leaders need to obtain outline permission for a visit from the EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Jane Page, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on eVisit before submitting them to the Principal. The EVC sets up and manages the staff accounts on eVisit, and uploads generic school documents, etc.

The Principal has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the Longtown Outdoor Learning Centre for approval, via eVisit.

The Governing Body’s role is that of a ‘critical friend’ (see National Guidance www.oeapng.info for additional information). Individual governors may request ‘read-only’ access to eVisit.

Longtown Outdoor Learning Centre are responsible for the final approval (via eVisit) of all visits that are either overseas, residential, adventurous or involve the planned use of water outdoors e.g. river study. **Mike Fawcett** is the school’s contact for all Category C trips and general advice. Contact details are below:

Head of Centre and Outdoor Education Adviser

Longtown Outdoor Learning Centre
The Courthouse
Longtown
Hereford HR2 0LD

e-mail: mike@longtownoutdoorlearning.co.uk

Telephone: 01873 860225

Website: www.longtownoutdoorlearning.co.uk

6. Approval Procedures

The Principal has delegated the consideration and approval of offsite visits and activities to the Vice Principal. The Vice Principal is the designated Educational Visits Coordinator (EVC) and has received the relevant training.

Before a visit is advertised to parents / carers the EVC will approve the initial plan (Appendix 1). Once this has been authorised the EVC will support the member of staff in completing the planned event. The EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using eVisit as the planning and approval system.

The Governors have agreed a policy for categorising its visits in line with National guidance.

Level	Definition	Approval	Time Frame
Level 1 Visits	Local and regular visits that have generic risk assessments and standard operating procedures.	These must be approved on-line at school level on eVisit by the EVC.	At least 2 weeks before Educational Visit.
Level 2 Visits	Day visits not local or regular	These must be approved on-line at school level on eVisit by the EVC and Principal	At least 6 weeks before Educational Visit.
Level 3 Visits	Overseas, Residential or Adventurous visits	eVisit and approval from Longtown Outdoor Learning Centre Governor Approval	At least 12 weeks before Educational Visit.

7. Staff competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Principal will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Wootton Park School values and recognises the contribution of volunteer adults and parent / carer helpers assisting with offsite activities and visits. Any volunteer will be approved by the EVC and Visit Leader and they will be carefully briefed on the scope of their responsibility. Any volunteers who accompany a visit or activity will be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities.

8. Requirements to ensure effective supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- Distance away from the base

The DfE publication HASPEV (1998) have published the following ratios as guidance, Wootton Park School will follow the below recommendations:

- EYFS – 1:6 (although will always seek to work towards 1:5)
- School years 1 - 3, 1:6
- School years 4 - 6, 1:10
- School years 7 onwards, 1:18

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits. For these types of activities the EVC, in collaboration with the principal, will determine the ratio's required.

At least one person who has a current paediatric first aid certificate must accompany EYFS Learners on outings.

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

9. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by Wootton Park School staff.

Residential, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- The LOfC Quality Badge
- AALS licensing
- Adventuremark
- School travel forum
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

Wootton Park School takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

10. Risk Assessments

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. Please refer to Appendix 3 for the risk assessment template.

11. External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with Wootton Park School on behalf of the learners. The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

12. Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and Wootton Park School holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to those persons who are acting in a voluntary capacity as assistant supervisors. Wootton Park School also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. The indemnity covers activities such as off-site activities and visits organised by staff for which the employer is responsible.

13. Parental/Carer Consent

Written consent from parents / carers is essential for all trips and visits that are adventurous or extend beyond the school day. In the case of educational visits which are a planned part of the curriculum within the school day, the school will ensure that parents are informed about the plans for the visit and any particular requirements e.g. clothing, food or medication. Parents / carers will be told where their child will be at all times and of any extra information or measures required.

14. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a Legal issue.

Under the Equality Act 2010, it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

15. Expectation of Learners and Parent/Carers

Wootton Park School has a clear code of conduct for educational visits based on the schools Behaviour Policy. This code of conduct will be part of the condition of booking by the parents / carers. Learners, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such learners should be sent home early and parents / carers will be expected to cover any costs of the early journey home.

16. First Aid

A first aid qualification is not essential when running a school trip, however, it is desirable that all staff supervising students on a school trip have knowledge of appropriate first aid. Depending on the level and detail of activity involved the EVC may decide it is essential for a member of staff who holds a first aid certificate to attend.

Any activity or trip that involves learners from EYFS, then at least one person must have a current paediatric first aid certificate and accompany learners on outings.

All staff must take the school's first aid bag on all trips, including local visits.

17. Medical

Details for learners and staff taking part in trips are collected by the trip leader either through a specific medical consent form for residential trips, or by reference to the school database for day visits. The School medical database or professional is also consulted for residential trips. Any specific learner medical issues are to be included in the trip risk management planning.

Emergency Procedures and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

A member of the Senior Leadership Team will be appointed as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

As an employer, Wootton Park School is committed to providing emergency procedures to support staff in the event of a critical incident. Longtown Outdoor Learning Centre will offer this support.

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. Learners will be briefed by a member of the senior leadership team regarding appropriate use of mobile phones.

6. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
7. For visits that take place outside the 'extended learning locality', the visit leader will carry a local Emergency 'Card' (See Appendix 2)

18. Review by Longtown Outdoor Learning Centre (LOLC)

By buying into the eVisit system, the school has entered into a partnership with Longtown Outdoor Learning Centre to utilise support for its arrangements for offsite visits. Where necessary Wootton Park School will seek advice from the Adviser for Outdoor Learning. All visits that involve an overnight stay, going abroad, involve adventurous activities or the planned use of water outdoors will be notified to LOLC prior to departure. LOLC will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

19. Charging for Activities and site visits

Wootton Park School may invite, but not require, parents / carers to make voluntary contributions for educational activities in order to enhance what is otherwise provided. The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents / carers are reluctant to support it. Wootton Park School will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses, where those laws apply to Free Schools. More information is available in the Charging and Remissions Policy.

20. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed.

Minibuses

It is a requirement of Wootton Park School that all staff must hold category D1 entitlement on their driving licence and have completed appropriate training, for those vehicles where such requirements are necessary.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The visit leader should ensure that coaches and buses are hired from a CFS-approved company. Transporting young people in private cars requires careful consideration. Staff cars should only be used to transport learners in 'unplanned' or 'emergency' situations. For example, journey to the hospital.

Initial Trip Proposal

Please complete this form and e-mail to the Vice Principal for authorisation before informing learners or parents of any arrangements. Once this has been authorised you will then be required to complete the relevant paper work as stated in the Trips Policy and following eVisit guidelines.

Proposal Information Required			
Name of member of staff leading the trip/residential			
Additional members of staff attending			
Year group/group of learners attending			
Number of learners attending	Total Number of Learners:		
	Non PP/FSM	PP	FSM
Number of adults needed on the trip			
Name of adult attending who is first aid trained			
If the trip is for EYFS – name of adult who is paediatric trained?			
Details of the venue/visitor <i>(Name and contact number)</i>			
Purpose of the trip			
Date for trip			
Do you require the school minibus?			
Proposed time of arrival at destination			
Proposed time of arrival back at school			

Costings

Please liaise with the school Business Manager regarding coach quotes. The final coach company chosen must be authorised by the School Business Manager.

Coach Company	Costs	Tick coach company used

Signed: _____ (Fran Hedges) Date: _____

Total cost of activity per learner	
Total cost of coach per learner	
Total voluntary cost to parents	

Authorised by Vice Principal
Signed:
Date:

Visit Leader Emergency Action Card

This card needs to be carried on all school trips.

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. you need to try to find and stop any serious external bleeding
3. you need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
 - Who you are, which Establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are and their status
 - The total number of people in your party
 - Your current location
 - Whether you are staying where you are or moving – if you are moving where to?
 - What time did the accident/incident happen?

- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.
- Inform the Foreign Office Consular Assistance Team if abroad.

Emergency Numbers

Visit Emergency Network Contacts





**Mike Fawcett
is your Outdoor
Education Adviser.**

Call: 01873 860225

If he is not available,
please call:

Stephen Brown: 07879 436541
Neil Wilson: 07496 574226
Martin Smith: 07712 402681
Ian Roberts: 07979 532847

Mike Fawcett

work: 01873 860225

mob 1: 07769 365375

mob 2: 07951 666500

email 1: mfawcett@northamptonshire.gov.uk

email 2: mikefawcett2@gmail.com



- To be completed before trip

Name	Telephone	Mobile
My telephone number		
School Contact Number	01604 931139	
Nominated Base Contact (Main Office)		
Principal		07841024480
Vice principal		07841110597
Longtown Outdoor Learning Centre (within working hours) For general help or advice	01873 860225	
NCC Emergency Planning Team (24 hours)	https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/management-and-administration/emergencies-in-schools/Pages/default.aspx	
Resources and useful documents	https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/management-and-administration/emergencies-in-schools/Pages/school_emergency_plans_procedures.aspx	
Emergency services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7008 1500	

