

KEYHAM BARTON CATHOLIC PRIMARY SCHOOL

**OUTDOOR EDUCATION VISITS  
AND OFFSITE ACTIVITIES POLICY  
AND GUIDANCE**



## Mission Statement

***The Governors and Staff of Keyham Barton Roman Catholic Primary School acknowledge that the process of Catholic Education is a sacred task entrusted to them by the Lord for the formation of the children given into their care, that with them, they might grow in Christ and come to know their ultimate destiny in God, the Giver of all Life.***

***Recognising that parents are the prime educators of their children, Governors and Staff are committed to a partnership with them, based on mutual respect for their differing roles and responsibilities in meeting appropriately the needs of the children at their own stage of development and affording to each one the value and dignity which is their right as a child of God.***

***As a Community whose members seek to live by Gospel values, we are committed to supporting our children as they search for the meaning of life and to assisting them in acquiring the knowledge and skills necessary for a wholesome life in our society.***

***To this end we desire to create an atmosphere of Faith within the school where the principles of the Gospel permeate daily life and strive to foster the spiritual, moral, intellectual, social and physical development of each member of the school community.***

***Our School Community shares in the wider mission of the Church giving witness to the Light of Christ in our immediate community and beyond.***

## RATIONALE

At Keyham Barton Catholic Primary School our vision to enable every young person to experience the world beyond the classroom, as an essential part of their learning and personal development.

Through learning opportunities outside the classroom, we aim to raise achievement and create aspirations through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about *what* we learn but importantly *how* and *where* we learn and development takes place.

We want the children in our care to be healthy, stay safe, enjoy and achieve, make a positive contribution and to develop aspirations that will lead to achieving future economic wellbeing.

Activities have to be carefully planned, well supervised with outstanding delivery of teaching objectives. They should extend learning through careful preparation before, and follow-up activities after the event.

Just as important as the quality of individual activities, is planning learning outside the classroom into the curriculum map, and teaching and learning more widely so that it can provide a regular and frequent diet from 4 to 11 years. In this way knowledge, skills, development and understanding can be progressively built up.

## ROLE OF THIS POLICY

This information sets out how staff at the school plan and manage learning out of the classroom, off the school site. Following these procedures provides guidance as to what is required at each stage and where decisions are drawn from. It identifies that best practice has been used as a model wherever it exists. This identifies that best practice has been used as a model wherever it exists. This adaptation is based upon the policy and guidance produced by Plymouth City Council and by the DfES in its publication Health and Safety of Pupils on educational Visits (HASPEV). The national generic policy, with its additions can be found at [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits) (from October 2007 PCC guidance will be located on the Plymouth City Council website).

### 1. Description of relevant Activities

Learning out of the classroom draws upon the local and world wide environment to provide enrichment experiences contributing to an exciting balanced curriculum that promotes, spiritual, moral, cultural, mental and physical development, and prepares the children for the opportunities and experiences in adult life.

Most of these activities involve parties leaving the site for a period of time on visits that range from day, short duration, to extended days and overnight residential. They could include travel to a venue in another country where there are very different regulations and have a naturally occurring and contributory level of risk.

The experiences they provide often require voluntary, additional effort and considerable resources and expense and therefore require specific consideration for risk and quality. This policy also sets out the background and the specific commitments expected of all volunteers and young people. At Keyham Barton Catholic Primary School, we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our young people, we also offer a range of educational visits and other activities that add to and complement what they learn in school.

Examples of trips we at Keyham Barton Catholic Primary School currently undertake are as follows:

**English/Literacy:** theatre visits, visits by authors, poets and theatre groups;

**Science:** The Aquarium, Pennywell Farm, Eden Project and Keyham Green Places. Use of the school grounds for practical projects, visits to science forums / museums, and to other sites in the locality eg; Dartmoor, River Dart and Shaugh Prior;

**Mathematics:** University of Plymouth, local schools for workshops, school grounds and immediate locality for data collection;

**History:** Morwellham Quay, Elizabethan House, local museums, period buildings, visits from specialists;

**Geography:** use of the locality for fieldwork, Princetown trails, Cadover Bridge, Mothecombe and Wembury Beach, Dartmoor and Shaugh Prior;

**Art and Design:** art gallery visits, events at Goschen Centre, use of the locality;

**PE:** Cluster and other sports activities Brickfields, extra-curricular activities e.g. visits by specialist coaches; national competitions and events, use of local sporting resources such as clubs, Life Centre swimming pool, Devonport Playhouse, The Barbican;

**Music:** range of specialist music teaching, extra-curricular activities, Music school, concerts, regional workshops, The Guildhall;

**Design and Technology:** visits to local features / design centres / play park equipment;

**ICT:** its use in local shops / libraries /

**RE:** visits to local centres of worship, visits by local clergy;

**Cross cutting themes:** visits to local secondary school with specialist status, residential visits, adventure activity events, orienteering, Pilgrim Centre Plymouth Argyle;

### **1.1 Charging for school activities (School's Charging Policy 2013, available at the office and on our website)**

During the school day all activities that are a **necessary** part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for enrichment activities which **enhance** the curriculum during the school day which entail additional costs, for example trips to Zoo, Aquarium and associated travel costs etc.

From time to time we may invite a non-school based organisation such as an external drama group / author to arrange an activity during the school day.

#### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

#### **Pre-visits**

In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential for when any off site venue is used for the first time. Risks should be re-assessed annually. It is the responsibility of the visit organiser to ensure that a pre visit is carried out or that suitable information on both quality and safety is obtained as a part of the risk management planning. Staff undertaking a pre visit should make up a list of questions in advance of the visit to make best use of the time. Pre visits are a part of a visit and the cost of them should be included within the voluntary contributions sought from participants or other funders.

## 2.2 Minimum Ratio of adults to pupils

At Keyham Barton Catholic Primary School we follow LA Guidance on minimum staff / pupil ratios:

Age 4 and under (Nursery)	1 : 6
Ages 5-6 (Rec, Y1, Y2)	1 : 10
Ages 7-9 (Y2, Y3, Y4)	1 : 15
Ages above, in the UK.	1 : 15

In all cases one adult included in the above ratios must be a Teacher or qualified Youth Leader.

It must be stressed that these are minimum ratios and that visit organizers must consider under risk management the following factors when deciding on the final adult / child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children / young people.

## 3.3 Voluntary Help

1. We are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit organisers (Party Leader) and that the visit organiser retains overall responsibility.

2. All volunteers accompanying a residential visit will be required to obtain an enhanced Disclosure & Barring Service (DBS).

3. The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany a visit, as not all volunteers may be suitable.

The visit organiser is responsible for ensuring that each volunteer knows precisely what his or her role is and understands that they have a responsibility to carry out that role.

Where children are organised in small groups, a child will not generally be placed in a group for which his /her parent is responsible.

All volunteers accompanying a residential visit will be required to obtain an enhanced Disclosure & Barring Service (DBS).

### a. Gaining Informed Consent

For visits and activities that usually take place within the school day, the Governing Body approves all such visits in advance. We follow the Local Education Authority's guidelines relating to Health and Safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate. In September, or when joining school,

each parent is asked to sign a document giving permission for their child to take part in activities within the locality, and not including transport, during their time at the school. We call this a “Universal Consent Form”.

We commit to providing parents with the necessary information that will enable them to give an informed consent and further to ensure that they are aware of any risk that is naturally present. We will endeavour to make this information available in a variety of ways that will give it the best possible chance of being seen. Further, the school will offer parents the opportunity to come into school to speak to staff directly. (It is best to make an appointment for this.) For more major events, a meeting will be arranged well in advance to enable all the information to be presented.

The school’s definition of locality is the catchment area defined by PCC, extended to walking routes, of up to 20 minutes duration, and the adjacent sites of the following:

Local schools / sites  
Allotment  
Local park / woodlands

Within each class’s programme of work the teachers plan educational visits and activities that support the children’s learning. We give known details of these visits and activities to parents. We may plan other activities as the school year progresses, and inform parents of these in due course.

Some activities are planned that naturally require higher levels of risk; continue on after the school day or normally active period; some overnight. When this is the case a specific risk assessment is carried out that forms the basis of the briefing to parents and is therefore an integral part of the consent they give.

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In some instances the school may pass onto parents, details of events that it considers are complimentary to its curriculum. Where a provider’s information about a specific event is commended by the school but the school will not be arranging participation; e.g.: The Country Trust, it is necessary to clearly point out that the parents must judge the provider themselves and consent to their child’s participation directly with the provider and not through the school. Where the school can, it does its best to ensure that a provider it commends operates legally and is health and safety compliant. However parents are advised to always check carefully with a provider before making any commitment.

## **b. Keeping Records (Document Control)**

To maintain a record of the planning for any significant off site activity, including the risk assessment, a file will be produced containing all the key evidence. This copy will be kept in a file in the school office, and in on the main server from the Library Computer (**Risk Assessment Writer**) the working file can then be added together with any evaluation after the event has taken place. Generic examples and past Risk Assessments are located here, together with links to licensed providers.

Managers should always be able to gain access to this information, day and night and in any emergency. The internal form **PSOE1** provides a planning checklist and consequently should be used from the very beginning. When any further assistance is required, copy the form in its current state and send the copy to the Outdoor Education Manager (Head Teacher) together with your questions. This form requires at least two different people to sign it and therefore affords some protection each double-checking each other.

### **1.6 Risk Assessments**

The school follows the guidelines on Risk Assessment in the LEA Guidance and in OEAP national guidance the electronic Risk Assessment Writer. Further support for staff planning for risk management is available from Mrs Gill.

A risk assessment is used to help plan all educational visits and off-site activities. The Head Teacher (currently Educational Visits Coordinator EVC) delegates this responsibility to the member of staff organising the visit or activity. This must then be approved before the visit / activity is allowed to go ahead. The risk assessment will include the SEN / medical needs of the specific group of children participating. In completing a risk assessment consideration will be given to the risk management information provided by companies and organisations.

A provider's risk assessment will not be relied upon as meeting the requirements expected of a Party Leader.

The school has a standard format for risk assessment (blank forms in the Visits Offsite folder in the Administrator's office).

Risk assessments should be completed and saved on the server (main-server / teachers / administration / Visits Offsite / trip ref and date e.g. Pennywell Farm - March 2013)

Many aspects of a trip are covered by generic risk assessments and these should be referred to rather than be repeated. Risk assessments are then amended when further visits are organised.

### **1.7 The Adventure Activities License**

The Adventure Activities Licensing Scheme is a Government sponsored scheme, which was introduced in 1996 under the Adventure Activities Licensing Regulations. The scheme ensures that those who provide certain adventure activities to young people under the age of 18 years will have their

safety management systems inspected. Where appropriate, a licence is then issued.

On 1<sup>st</sup> April 2007, and as a result of widespread government regulatory reorganisation, the responsibility for implementing the regulation was transferred to the Health and Safety Executive (HSE). The organisation that carries out inspections and issues licences on the HSE's behalf is the Adventure Activities Licensing Authority.

Keyham Barton Catholic Primary School uses licensed providers for certain activities such as sports and orienteering. These include at present:

- PLT Links

The school only purchases licensable provision from organisations that can confirm their current status via a photocopy of their Licence or by phoning the advertised number quoting the centre's reference and speaking directly to the Activity Licensing Authority or checking details on the website [www.aala.org.uk](http://www.aala.org.uk)

## **1.8 Transport Arrangements**

At Keyham Barton Catholic Primary School the transport used includes: Coaches, Mini Buses, Staff Cars, Ferries and Walking. On occasion, public transport is used. (When you use public transport there are no seat belts.)

Parents will always be informed as to the type of transport being provided for an educational visit.

The school will only use hired transport approved by the LA. Seat belts must be provided on all private transport seats and it is school policy that transport be arranged so that wherever possible each child will wear a seatbelt whilst travelling on a school visit. These are a legal requirement on most vehicles but there are some exemptions on public bus services, local bus services and trains for example. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling and this includes ensuring that seat belts are fitted correctly. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Where private cars are used, the school will ensure that each driver has:

Booster seats

Valid driving licence

Vehicle road fund licence and MOT certificate

Vehicle insurance valid for carrying passengers on a school off-site visit

Volunteers will be asked to sign a declaration that all these requirements are in place.

Where teachers offer to use their own vehicles for transporting children, they must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. They will also be asked to confirm that the above licence road fund, MOT and insurance are in order. The school will not reimburse parents or teachers for the use of their vehicles,

as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.

For child protection reasons and to protect individuals, no teacher, TA or volunteer will transport a child on a 1:1 basis in a private car.

## 1.9 Approvals

Teachers, staff and governors agree the programme of visits and activities. Plymouth City Council categorises off site activities into three groups:

**Category C** – trips involving significant risk such as overseas visits, all residential activities and all visits involving outdoor adventurous activities especially Mountaineering, Caving, Rock Climbing, Sail and Paddle sport. “One off” trips, which are not identified in the school’s yearly plan, may also come under this category due to the lack of previous experience of the provider and its risk assessment procedures.

**Category B** – trips involving transport (other than to city venues) and whole day experiences such as Pennywell Farm and the Eden Project.

**Category A** – local transport within the city and walking visits to locations on the published school list.

Specific approval for all categories is obtained by initial approval from the Head Teacher. This is required prior to any commitment and is dependent upon signed consent.

(Any proposal that is a major expedition or proposes to visit countries where circumstances are considerable different to the UK needs the early approval of the DfLL Outdoor Education Adviser and this must be before any contracts are signed. Some companies who organise trips with schools seek to contract directly with the parents and thus take the event out of the control of the school or the DfCS. All staff should be on the lookout for this practice as it creates considerable uncertainty over any difficulty that may subsequently arise.)

### Approvals and Consent Timeline

Category	Site Visits, Risk Assessments completed and passed to EVC	Informed Consent
<b>Category C</b>	Minimum of 5 weeks before visit start date. To be passed to the OE adviser (Martin Northcott) three weeks before the visit	Parents consent and medical forms.
<b>Category B</b>	Where possible, 2 weeks before visit start date	No parents’ meeting required. Signed consent and medical forms 1 week before visit unless exceptional circumstances prevail.
<b>Category A</b>	The week before visit date.	Parent consent given at start of school.

The information normally required by the EVC is covered under five headings:

- a) outline of the event with objectives.
- b) impact assessment on school's procedures
- c) cost / voluntary contributions
- d) party leader capability
- e) risk assessment

## **2. Specific Content**

- a. Staff who hold a responsibility covered by this policy are;

### **Advice Planning and Approval:**

Mrs F Gill or in her absence Mrs Borthwick or Mrs Burns.

### **Responsible Persons:**

Mrs F Gill, EVC,

**Party Leaders:** All class teachers who are on the long-term staff and who have passed their NQT Year.

**First Aid Arrangements:** All teachers and teaching assistants are first-aid trained

**Staff Development:** Mrs F Gill

### **Additional Advice with Planning**

When a matter requires expertise beyond that locally available, then advice should be sought from the Outdoor Education Adviser, Martin Northcott, Plymouth City Council whose address also appears in the Safety in Outdoor Education and Off Site Activities Policy.

Tel 01752 307435 or Fax your enquiry to 01752 307403

Other organisations that may be able to help are listed in an addendum in Outdoor Education Visits and Offsite Activities.

Many large companies who organise schools events can offer considerable guidance on how to meet safety requirements. Specific questions and the checklist in the PCC Policy, PSOE 5 provides a checklist that can help in these circumstances. Staff should consider very carefully any contract with a provider who is not willing to provide this assistance. Many will provide risk assessments that cover their own responsibility and some help accompanying staff to produce their own. A providers risk assessments cannot provide for a parties own assessment that must consider the providers themselves.

## **b. Action Prior to Departure**

### **Prior to your departure the following must be in place**

- A A copy of the arrangements, with the programme (itinerary), risk assessment, Contact details and a full list of participants, lodged in the school office.
- B An Emergency Contact sheet which highlights the links between the remote site and the school site procedures. Additionally a cascade phone call system to contact the homes of participants, should the need arise, may be useful for larger events. A contact list for mobile telephones
- C Procedures for ensuring that groups working away from the main base and from the remote sites if they are residential have returned safely or are noted overdue and appropriate action is taken. **Late Return Procedures**
- D A copy of the risk assessment together with all the management issues it highlights. All copies of any providers' quality and safety assurance, their AALA License and Insurance Certificate.
- E The insurance company's contact details on major trips with all the emergency and incident contact numbers for when help is required.

### **c. Confirmation of Compliance with Legal Obligation under Health and Safety Legislation. (See also section 1.7 The Adventure Activities License)**

#### **Risk Assessments.**

The school has developed management procedures for educational trips based upon risk assessment. These operational procedures apply to all aspects of the current activity and are made available to staff through hard copies in the Head Teacher's Office and through the staff IT network. Before approval is given the party Leader is asked to confirm that accompanying adults are familiar with the generic content and have been briefed on specific aspects that are relevant to their role.

The following individuals who were involved in the creation of the procedures or have experience of their use can assist if any help is needed:

- 1 Mrs F Gill

#### **d. Accident Report Form**

Accident reporting forms are kept in the office and should be completed, following an accident, when a party returns to school for all short duration events. When a group is going to be away for several days then copies of the form should be taken by the Party Leader. If an accident is serious enough to

merit notification to the HSE then as many relevant details as possible should be recorded and attached to the form. The same forms can be used to report a near miss incident or an account should be given verbally to the responsible person for their consideration.

#### **e. Near Miss Events**

These are managed in the same way as the accident forms when the situation requires it. Consequent information is circulated internally to staff through a memo titled **Near Miss**.

#### **f. First Aid Treatment**

If an accident occurs staff are expected to do everything that is reasonable to prevent worsening of an injury and or preserve life until the arrival of the emergency services.

All party leaders must carry a mobile phone and have considered signal strength in the planning of the visit. Signal shadows need to be identified and nearest suitable landlines noted.

Each off site visit must have an appointed person who should be current in their 1 day first aid training.

**Appointed Persons:** To be responsible for taking immediate action, such as calling an ambulance. Appointed Persons should not attempt to give first aid for which they have not been trained.

For residential groups the appointed person should hold a 12 hour qualified first aid status.

A member of staff with the four day certificate should ensure the adequacy of our planned provision, test it through simulation and give advice, although she or he may not be with all groups off site.

Travel first aid kits to go out with all groups and with the contents to meet the anticipated demands. These are kept in the first aid cupboard or contact Administrator if you need more.

Details of any **First Aid Treatment** that is given to participants on an off site event whether by the accompanying staff or by another person will be recorded in the trip log for transference into the school record book immediately upon return. Parents / Carers should always be informed of any treatment given.

#### **g. Emergency Procedures**

Although rare there is always a plan to deal with an emergency if it should happen. The Party Leader should talk through the procedures so that all accompanying staff are aware of what they can do. By training the staff to the capability of the appointed person then any adults coming across an emergency can take the necessary first steps. These include:

- analyse the situation,
- make safe the rest of the group and themselves,
- protect, where possible and safe to do so, any casualties,
- summon assistance if they are not a trained first aider.

**Critical Incident Books**, detailing important contact numbers are held by each Team Leader and in the Office.

All party leaders must carry a mobile phone and have considered signal strength in the planning of the visit. Signal shadows need to be identified and nearest suitable landlines noted.

Once all members of the party are safe, and emergency services give their permission, the party leader must contact the Head teacher directly to receive direction and further support. The Head Teacher will then contact parents, the Chair of Governors and the Local Authority.

#### **h. Reporting Outcomes of Investigations and Concerns**

After an event a considerable amount of learning has usually accumulated and this will need to be recorded in the trip log which should then be left on the file for next year for another Party Leader to pick up. Of particular use will be the risk assessment with any inclusion of risks assessed at another venue that may relieve the need for subsequent costly visits by new staff.

This Policy will be reviewed by the Governing Body on an Annual basis.

Signed: ..... Date: .....  
(Head Teacher)

Signed: ..... Date: .....  
(Chair of Governors)

Date of Next Review: Autumn Term