

# **Woodlands Federation**



## **Offsite Activities and Educational Visits Policy September 2022**

Dallington CE School

Punnetts Town CP School

## 1. Introduction

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

The schools in Woodlands Federation (Dallington CEP and Punnetts Town CP) provides a number of offsite activities and educational visit opportunities for all young people within the establishment. These include day trips, residentials, sporting activities and federation days.

The benefits of Learning outside the classroom are fully understood by the schools in Woodlands Federation and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

Employer policy and OEAP National Guidance

The safety of pupils and staff on offsite visits is paramount and Woodlands Federation will follow Employer policies as laid out by the East Sussex local authority.

In the event of a conflict between employer policy, establishment policy and National Guidance then Employer policy will be followed and clarification sought from the Educational Visits Co-ordinator (EVC) or management.

## 2. Roles and Responsibilities

Role	Responsibilities
Governors	<ul style="list-style-type: none"><li>• Knowledge of who the employer is i.e East Sussex</li><li>• Ensure there is a policy in place for offsite activities and educational visits.</li><li>• Ensure there is a trained EVC in place for the establishment.</li><li>• Ensure there are training opportunities provided.</li><li>• Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits.</li><li>• Ensure there is a monitoring system in place.</li><li>• Ensure visits support the principles of inclusion.</li><li>• Can have a read only access on exeant to have an overview of all the offsite visits taking place.</li></ul>
Head Teacher	<ul style="list-style-type: none"><li>• Offsite activities comply with ESCC policy</li><li>• Visits receive appropriate approval before they take place.</li><li>• Ascertained that all staff involved in offsite visits are competent to carry out their role.</li><li>• That there is a designated EVC that meets employer requirements and has undertaken training.</li><li>• Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers.</li><li>• You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated.</li><li>• Ensure visits support the principles of inclusion.</li></ul>
Educational Visits Co-ordinator	<ul style="list-style-type: none"><li>• Should have experience off leading visits, or qualifications or leadership experience. They should be an experienced visits</li></ul>

	<p>leader.</p> <ul style="list-style-type: none"> <li>• Should have received EVC training.</li> <li>• Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2013.</li> <li>• Ensures staff have access to training to support their role in Offsite Activities and Educational Visits.</li> <li>• Approve visits that comply with establishments and ESCC policy.</li> <li>• Check that all visits have an emergency contact and the emergency contact is an appropriate person.</li> <li>• Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.</li> </ul>
Visit Leader	<ul style="list-style-type: none"> <li>• Must have experience of leading offsite visits.</li> <li>• Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management.</li> <li>• Be approved as competent by the establishment.</li> <li>• Liaise with the EVC.</li> <li>• Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy.</li> <li>• Define the roles and responsibilities for other staff on the visit.</li> <li>• Evaluate the visit and report and record any accidents and near misses.</li> </ul>

### 3. Establishment Specific Procedural Requirements

All visits that involve leaving the school premises, are documented on Exeant. These are initially placed a month prior to travel (except in unavoidable circumstances) after head of school approval has been sought. The EVC will then grant initial approval if all is in order at this stage. The full Exeant requirements will be met at least two weeks in advance and are re-submitted to the EVC by the visit leader. The EVC will then grant permission if all information is in order. In the case of residential or adventurous activities, the employer (East Sussex Local Authority) will also give permission after checking the trip details, after the school EVC has granted it. The EVC can decline consent at any stage and ask the visit leader to re-submit.

EVC training occurs every three years and all staff are periodically trained in developing risk assessments. Any additional training is carried out on the identification of need during the school year. Any volunteers are briefed prior to the visit occurring. Parents are informed by letter and/or parentmail of visits and consent collected if necessary. An annual one off consent is in place for most trips (excluding residential trips). Providers are vetted by the visit leader and a pre-visit check is carried out in cases where the provider has been used before to ascertain if any significant changes have been made to provision. Providers are chosen by their ability to meet the needs outlined in the learning objectives, their safety reputation and value for money.

Risk assessments are carried out on any transport required, activities on the visit, individual needs and any other areas that may be pertinent to the visit. These are recorded electronically and are read and signed by the EVC. The risk assessments (RA) are shared with the other adult members of the group before commencing the trip. Any near misses are report to the senior leaders and EVC and are recorded as part of an evaluation. Guidelines, and the pupils who make up the group (taking into account their age and needs), are considered when deciding on appropriate pupil to adult ratios. Information about pupils'

needs are only shared with others on a need to know basis where it may be detrimental to their well being not to do so. This is covered by our GDPR compliance.

Visit leaders will maintain a register of those attending a visit and will undertake regular head counts through out, notifying relevant staff on their leaving and returning to school. If there have been any incidents to report, the relevant individuals will be notified initially on return to the school. If there is any need during the visit, a contact is always available at school and is factored into the risk assessment.

All visits are monitored by the head of school and EVC and are evaluated by the visit leader for future reference.

#### **4. Induction, Training, succession planning**

The schools have a clear induction process for new staff which is delivered over a period of three months on their joining the school. This may include working with an experienced staff member for initial visits or being overseen by an experienced staff member when new to the school. This is particularly relevant to any Early Careers teachers (ECT) as they will not have led trips before. Training is carried out by the local authority if a certificate is required (e.g. EVC training), otherwise this training is carried out in-house by experienced staff. Where possible a second person will be trained or has carried out the duties of the EVC in the past and would be able to succeed the current EVC if necessary.

#### **5. Risk Management and Assessment**

The schools identify when generic risk assessments and standard operating guidelines can be used and when a specific risk assessment should be completed. This is proportionate to the risks. The risk assessments are recorded electronically and are printed out to go into a risk assessment folder within the school to be signed by the EVC and used as a reference point for others. This enables the EVC to check the risk assessment (either on line or in paper form) and maintains a high level of standards which are consistent in the federation. The staff and pupils are consulted and made aware of any risks associated with the trip, and how they will be managed, through conversations/lessons with the visit leader. Risk assessments are reviewed annually for all annual visits or before if the visit is on-going or evaluation has led to a change in procedures or level of risk. Other visit risk assessments are reviewed prior to the next application for the new visit and after the visit if any changes are needed.

#### **6. Assessing venues and Providers**

When selecting venues, facilities and external providers, the award of the LOTC quality badge will be taken into consideration. Provider statements, the use of pre visits, investigation of insurance requirements and waivers will all be taken into account. The providers risk assessments will inform staff planning for the visit but will also be covered by our own risk assessments either prior to the visit or as part of a dynamic risk assessment at the venue. Information relating to the venue and facilities will be sought by the visit leader.

#### **7. Using Volunteer helpers**

Volunteer helpers are informed prior to the trip about the reasons for the trip and risk assessment management and their role during the trip. They do not need to have a DBS as they will be in the company of paid members of staff who have enhanced DBS. Volunteers without a DBS will not be permitted to be in the company of a child or children alone, unless it is their own child. Volunteers without DBS will be supervised at all times by those who have a DBS. This includes any travel in a car where two adults are required, one with a DBS. Any volunteers who are deemed unsuitable to accompany pupils on a visit (for whatever reason at the discretion of the school) will not be invited to attend. A reason or explanation does not need to be given by the staff to the volunteer. If during the visit, the visit leader considers a volunteer to be unsuitable they will let them know immediately and ask them to remove themselves from the visit.

## **8. Inclusion**

Please refer to the federation inclusion policy. All young people have the entitlement to participate in all visits and reasonable adjustments will be made, wherever possible, by the visit leader to ensure this is well conceived. However, on some occasions this may not be possible and the trip will still go ahead with an alternative plan for any pupil who can not participate. Additional information and consultation will be made with the inclusion manager, TAs, INAs, DSL, medical professionals, the provider and parents/carers in order to make a visit as inclusive as possible.

## **9. Behaviour**

Expectations of pupils behaviour is clearly stated in the Behaviour Policy and is in line with school procedures when at school. Being on a visit is still part of the education of the child and the same rules apply out of school on a visit as in school. Behaviour expectations as part of a residential visit are made explicit by the visit leader, and a contract with a pupil may be requested if this is felt necessary. These expectations are explained to the parents at the visit briefing and may be followed up in written form if necessary. The consequences of mis-behaviour are explained to pupils, parents and carers, which may include removal from a visit (with no refund, including residential). This will be at the discretion of the visit leader in line with school policies and procedures. Discipline and sanctions on visits will be in line with the federation behaviour policy. Mobile and electronic devices are not to be brought to school or on a visit (including residential visits) unless authorised by the visit leader. The property will not be protected or insured by the school and the school cannot be held accountable or liable for any damage or loss even if the item is confiscated

## **10. Insurance**

We are included in the East Sussex County Council insurance cover for employer's liability, public liability, products liability and hirer's liability. All adults and pupils are covered for one day and multiple day's offsite visits through the East Sussex County Council cover. Appropriate insurance is taken out according to the needs of the trip. These may cover ESCC public liability, ESCC requirements for third parties to hold public liability, personal accident insurance and school journey insurance. There are some activities which are not covered such as parkour (free running), paintballing, tombstoning and high ropes activities. This list is not exhaustive.

## **11. Finance**

Please see the remissions and charging for school visits policy. For a residential, the full charge for accommodation, food and activities will be made per pupil. Staff and volunteers accompanying such visits beyond the school day do not get paid for this and are undertaken on a voluntary basis. Visits taken within a school day do have a cost implication for transport and often with admission or activity charges. On these occasions, donations are invited from parents. However, the schools do not have an allocated budget to finance such visits outright and any shortfall is then taken from the school fund. If a visit receives insufficient funds and the costs cannot be met in any other way, the trip will be cancelled. Any donations will be offered back to the parents who gave them or will be put into the school fund at the parent's request. All monies spent are accounted for, banked and reported to governors and the local authority so that the school's financial dealings are transparent and fully accounted for. A balanced budget has to be maintained for the school without going into a deficit from school visit costs. The cost of the visit is fairly shared out between the number of pupils attending and present value for money. In the case of donations, any excess donation will be put into the school fund on the completion of the visit to benefit the whole school community. Parents and carers are welcome to donate more than the indicated amount. Where parents are suffering extreme financial hardship, they may contact the school to discuss how payments can be made over time or partly waived in order to ensure equal access to visits for all members of the school community.

## **12. Establishment Templates and Guidance**

A check list for use when planning a visit is available on the school server.

All previous visit letters are retained on the school server and can act as guides or templates for future letters.

Consent and medical form templates are also retained on the school server.

The Exeant form is self explanatory. A login for this will need to be requested from the EVC.

Generic risk assessments for local, regular visits taking place during school hours are available on the school server.

## **13. Consent**

Consent forms have been used in the past to get updated information about medical issues, food allergies etc. Visits that are part of the curriculum and a normal part of a child's education which take place during the school day do not require parental consent; such as local environment and local community visits, the school should decide how best to inform the parents.

ESCC recommends that consent be obtained using an annual consent form for offsite activities and educational visits for all visits that require consent such as those that fall outside of school hours, or visits taking place further away from the school site. Parents/carers need to be informed of the visit details and the ESCC template will be used.

Where an activity and visit falls within the adventurous, residential and overseas category, or where there is a third party provider, ESCC recommends seeking consent on each occasion, providing full details of the visit and activities, so that those in a position of parental responsibility can give informed consent. Information on charging and cancellation terms must also be communicated.

To avoid confusion as to when consent will be required and the type of consent, it is best practice to inform parents when they enrol their child, within policy documents and on the school website.

E-consent can be used, where systems allow.

There is no requirement to carry consent forms on visits within the UK, however for visits outside of the UK consent forms will be carried securely. Please refer to Woodlands Federation Data in Transit Policy.

## **GDPR**

- the school consent form has the school logo on and explicitly states that the school is requesting this information. This will ensure it is clear that the school is the data controller.
- consent is asked to process the information e.g. The medical and contact information provided will be used to ensure effective planning for the inclusion of your child within the visit. Therefore, it may be shared with ESCC for the purpose of approving the visit and also any provider involved in the delivery of the visit.
- parents need to be aware that if they do not allow this information to be shared it may mean that their child cannot be included within the visit.
- if consent has already been sought previously to take images of children, we may not need to include this again on separate consent forms such as those for school trips.
- any electronic systems used by the school to collect consent are GDPR compliant
- all personal data carried on a school trip is done so securely and the school uses our policy for Data in Transit.
- at the end of the visit the visit leader will collect in any data that has been held by other staff or adults and either retain or destroy appropriately.

#### **14. Retention Schedule**

A child can make a claim for an incident three years after they have reached the age of maturity, meaning until they are 21 years old. In the case of those with special educational needs, the age limit is 25 years. ESCC, therefore, requires visit details and consent to be retained until the youngest child on the visit reaches 25 years old. The Exeant system used by ESCC schools store visit information electronically.

#### **15. First Aid and Administering Medicines on school trips**

All staff administering medicine on a trip will have completed the administering medicines course. Staff administering asthma pumps or epi pens will have been shown/instructed by an appropriate medical professional such as an asthma nurse. All medication for the visit will be stored ensuring it is secure and stored at the appropriate temperature as stated on the medication. If 'over the counter' medicines are administered then written permission is required from the parent, and the parent then needs to supply the medicine. Children/staff have easy and quick access to asthma inhalers, glucose testing and adrenaline pens throughout the visits as required. Travel sickness tablets will be administered as per the schools policy for administering medicines. Hard copies of an incident form are taken on a visit so that they can be completed at an appropriate time on the visit. If there is an accident or incident, witness statements will be collected at the time wherever possible, especially if the witnesses are not a part of the school party. These will be used in a review of the accident/incident. First aid kits are checked that they are well stocked and the stock is in date. Paediatric first aid qualification is required for 0-5years. When leading activities such as forest schools the leader will have an outdoor first aid qualification. The first aider for the visit is clearly identified on the risk assessment/Exeant.

#### **16. Emergency procedures and incident reporting**

In the process of recording all visits on Exeant, there is an easily accessible reference point should the need arise in the event of an emergency. Where residentials are in place a suitable 24/7 emergency cover is made, with back up as necessary. A similar system is in place for daily visits that link with the school office or after hours contact as needed. All these are recorded on the risk assessment. Parents/carers give an annual or visit indication of medical needs and treatment permission in the event of an emergency. The responsibility rests with the parent/carer to ensure that details held on the child are up to date. Any accidents or incidents are reported using the normal school procedures and policy and are recorded in the first aid book or on CPOMS for a behaviour incident.

#### **17. Critical Incident Support and Emergency Planning**

A critical incident is defined as:

1. an incident in which any member of the group on an offsite activity or educational visit suffers a life threatening injury or fatality, is at serious risk, or has gone missing for a significant and unacceptable amount of time
2. an incident in which the normal coping mechanisms are not sufficient.

ESCC has an Offsite Response Team to provide support to a group in crisis. This is for all maintained schools and youth services. To contact ESCC, the following telephone numbers should be used:

**Normal office hours 01273 481316**

**Outside office hours 01273 819179**

These numbers should be carried by the Visit Leaders / EVC / Head teacher at all times during an offsite activity or educational visit but are only to be used in a genuine emergency. These numbers should not be used by young people or their parents or guardians at any time.

#### **18. Emergency Contact and Procedure**

For every visit an emergency contact is highlighted, and this person is contactable 24/7 for the duration of the visit. They will have all relevant information of the visit, including contact numbers, medical information, an itinerary and full understanding of ESCC critical incident support system and the establishment's emergency procedure. Useful documents can be found at

<https://oeapng.info/downloads/good-practice/>

In the case of an emergency, use the following prompts :

#### Establishment Emergency Contacts

Name1. \_\_\_\_\_ Tel: \_\_\_\_\_

Name2. \_\_\_\_\_ Tel: \_\_\_\_\_

Establishment Office Telephone: \_\_\_\_\_

Establishment to call ESCC for support, only if above numbers fail.

The ESCC Incident/Emergency telephone number:

(office hours) 01273 481316

(out of hours) 01273 819179

#### **19. Reporting accidents**

The ESCC Health and Safety team has an online accident reporting system, which can be accessed via Czone or services to schools website . The Visit Leader will take this template with them on any visit so details can be written down whilst they are at the forefront of their minds. A system is in place for handing over incidents/injuries to parents on return from a visit by the visit leader. If there are any significant incidents, near misses or violent incidents during offsite visits the OEA will be informed by email as soon as possible.

#### **20. Consent for school trips**

See appendix A for annual consent

See Appendix B for offsite and adventurous activities consent

**Appendix A Dallington CE Primary School / Punnetts Town CP School ANNUAL CONSENT FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

Dear Parent/Carer

I wish my child.....to:

- a) take part in school trips and other activities that take place off school premises; and
- b) If necessary be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all local non hazardous visits that take place inside and outside of school hours
  - off-site sporting fixtures inside and outside of school hours,
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

The school can accept no liability for property damage and losses of personal effects, unless the school are negligent.

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My child has : (delete as appropriate)

- No illness, allergy or physical or mental condition.
- The following illness, allergy, physical or mental conditions, emotional wellbeing and/or medication:

.....

**Pre-existing conditions:** ESCC insurance may not cover claims for pre-existing conditions – whether long term, e.g. epilepsy, or short term, e.g. a broken leg – unless it can be shown that GP consent to travel has been obtained and conditions of travel have been met. Consent prior to the trip does not have to be written, it can be verbal, however in the event of a claim being made written approval from a medical practitioner may be required. By signing parental consent forms, parents are agreeing to this condition and confirming it has been met.

Doctors Name: ..... Surgery.....

Telephone:.....

I consent to any emergency medical treatment necessary during the course of the visit.

**Parental/Guardian signature:**.....

**Contact Information**

1: Emergency Contact

2: Emergency Contact

Name.....

Name .....

Address.....

Address .....

Telephone.....

Telephone .....

Relationship to child .....

Relationship to child .....

*I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organisation and delivery of the visit. The data will be held until your child is 25years old, in accordance with our retention schedule. For more information about your rights, please contact the school's Data Protection Officer [school contact details]*

Yes

No

*Please be aware if consent is not provided, it may not be possible to include your child within the visit.*

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**Swimming Ability: (delete as appropriate)**

My child is a: Confident swimmer / Weak swimmer / Non swimmer

Additional information .....

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**Consent for taking images: (If Consent has already been given you may not need to include on the consent form)**

During the visit we are likely to take pictures/videos. We would like to use these in presentations, displays or in booklets, newsletters or publicity.

In the event of any images of my child being taken, I consent to them being used for educational purpose. I understand any photos where my child is easily identifiable (close facial shot) I will be informed first.

Yes / NO (delete as appropriate)

consent to the images being used on the schools website: Yes/No (delete as appropriate)

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**Other information:**

Please provide details of any other information you feel the school/visit leader needs to be aware of

.....  
I have completed the form to the best of my knowledge, if any information changes prior to the visit taking place I will inform the school immediately and if required seek medical consent from our GP.

**Parent/Guardian Signature:..... Date:.....**

Three copies of this form are desirable, one for the parent/guardian to keep, one for the school to retain, one for the visit leader to take on the visit.

**Appendix B Dallington CE Primary / Punnetts Town CP School Require Parental Consent for Residential Visits and/or Adventurous Activities within the UK**

Dear Parent/Carer

Please complete the consent form to allow your child ..... to participate on the visits

to.....from(date)..... To (date) .....

I have received and understood information relating to the nature of the visit and the activities being undertaken. I agree that he/she can participate in all the activities mentioned. I have informed the visit leader of those I do not wish them to participate in.

I have discussed the behaviour code for the visit with my child and ensured that they have understood the importance of following instructions for their own and other safety.

The school can accept no liability for property damage and losses of personal effects, unless the school are negligent.

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My child has : (delete as appropriate)

- No illness, allergy or physical or mental condition.
- The following illness, allergy, physical or mental conditions, emotional wellbeing and/or medication:

.....  
.....  
.....

**Pre-existing conditions:** ESCC insurance may not cover claims for pre-existing conditions – whether long term, e.g. epilepsy, or short term, e.g. a broken leg – unless it can be shown that GP consent to travel has been obtained and conditions of travel have been met. Consent prior to the trip does not have to be written, it can be verbal, however in the event of a claim being made written approval from a medical practitioner may be required. By signing parental consent forms, parents are agreeing to this condition and confirming it has been met.

Doctors Name: .....

Surgery Name .....

Telephone:.....

I consent to any emergency medical treatment necessary during the course of the visit.

**Parental/Guardian signature:.....**

**Contact Information**

1: Emergency Contact

2: Emergency Contact

Name.....

Name .....

Address.....

Address .....

Telephone.....

Telephone .....

Relationship to child .....

Relationship to child .....

*I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organisation and delivery of the visit. The data will be held until your child is 25years old, in accordance with our retention schedule. For more information about your rights, please contact the school's Data Protection Officer [school contact details]*

Yes

No

*Please be aware that if consent is not provided, it may not be possible to include your child within the visit.*

**Swimming Ability: (delete as appropriate)**

My child is a: Confident swimmer / Weak swimmer / Non swimmer

Additional information .....

**Consent for taking images: (Only included if this has not already been given)**

During the visit we are likely to take pictures/videos. We would like to use these in presentations, displays or in booklets, newsletters or publicity.

In the event of any images of my child being taken, I consent to them being used for educational purpose.

I understand any photos where my child is easily identifiable (close facial shot) I will be informed first.

Yes / No (delete as appropriate)

I consent to the images being used on the schools website: Yes/No (delete as appropriate)

**Other information:**

Please provide details of any other information you feel the school/visit leader needs to be aware of

I have completed the form to the best of my knowledge, if any information changes prior to the visit taking place I will inform the school immediately and if required seek medical consent from our GP.

**Parent/Guardian Signature:**..... **Date:**.....

Three copies of this form are desirable, one for the parent/guardian to keep, one for the school to retain, one for the visit leader to take on the visit.