

APPENDIX 10

Health & Safety Policy

EDUCATIONAL VISITS

Compiled by Mr D Singh (Health & Safety Manager)

Approved by Governors (Sub-committee): 12th October 2010

Approved at Full Governors: 7th December 2010

Reviewed by Resource Management Committee: 10th Nov 2015

NEXT REVIEW 2017 – (Every 2 years)

INTRODUCTION

Whitley Academy adopts the guidance and procedures issued in Coventry City Council's educational service document 'Educational Visits' and, where relevant, the DFES document Health & Safety of Pupils on Educational Visits (HASPEV). This is to ensure consideration for the health & safety of all those involved and to maintain the educational quality of visits and value for money. The school's current Educational Visits Co-ordinator is Mr F Rex.

Statement of values

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can play a particular part in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities place particular responsibilities for the health & safety and welfare of all participants on the Governing Body, Principal, party leaders, members of staff, volunteers, pupils and parents. Whitley Academy also has responsibilities to other members of the public and to third parties. This policy on Educational Visits and off-site activities therefore complements the wider school health & safety policy.

Aims and purposes of Educational Visits

Whitley Academy has a strong commitment to the values of learning beyond the statutory school day and beyond the school premises by use of carefully planned educational visits.

This is part of the school's required role to provide a broad and balanced curriculum that provides spiritual, moral, cultural, mental and physical development that prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school prospectus, along with the criteria by which pupils are able to access them, and the method by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of ours clubs (music, drama, art, science, sport, homework etc)
- School teams away fixtures
- Regular local visits
- Day visits for a particular year group

- Residential visits
- Overseas visits
- Adventure activities
- Other trips deemed relevant to enhancing experiences for students

Procedures

1. Staff wishing to plan and undertake a visit should complete and submit Appendix A to EVC Coordinator/Vice Principal for Educational Visits at least 4 weeks before the date of the visit.
2. Outlined permission will be granted when all the requirements identified in the Educational Visits Policy are met, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
3. When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will need to be approved by the Local Authority as well as the Vice Principal and the EVC. They will check that all the appropriate procedures and risk assessments have taken place.
4. Once outlined permission and any necessary Council approval has been received, the visit leader can complete the planning organisation for the visit. When all details are completed they must be submitted for final approval. This should be a minimum of 10 days before the visit.
5. Regular repeated visits may receive block annual approval, subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
6. Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time and financial resources, such as a residential visit, will provide a short report evaluating the travel, transport, facilities, quality of any providers, success and value of the visit. They must then submit this to the Principal or EVC.
7. All school staff will be made aware of the requirements of this policy, and any changes that are made when the policy is reviewed.

Local responsibilities

The Vice Principal is the responsible officer for ensuring visits are approved, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visits Co-ordinator is a staff member who has received relevant training and induction. He/she is delegated with the following tasks:

- To grant verbal permission that the leader may plan a visit, after deciding that the timetabling and ethos of the visit are acceptable.
- To check the Evolve online form, check all visit details are completed, and ensure that the annual record of visits is maintained.
- To check that all requirements for approving a visit as identified in the Educational Visits folder (located in Vice Principal's office) have been undertaken.
- To liaise with the Principal and grant outline permission for a visit to go ahead, and signify this by approving on the Evolve site.
- To check that the further requirements for residential or foreign travel, and additional or high risk activities, have been undertaken.
- To grant final permission for a visit when all planning is complete and to signify this by approving the form online and forwarding to the Vice Principal.

Note Any tasks not indicated in the above list remain that of the Principal. The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

Approved procedures and consent

The Principal has nominated the Vice Principal and Data Manager as the Educational Visits Co-ordinators (EVCs). They will have attended the Local Authority's EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

The Principal will keep the Governing Body aware of its educational visits and events programme via the governors' reporting procedures. The school will comply with the Local Authority's 'Guidelines for Educational Visits and Journeys'.

Before a visit is advertised to parents the Principal and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For regular out of hours, school team events and nearby visits parents will be asked to sign a general letter of consent for participation when their son/daughter enters the school. Parents will be given a timetable of activities and this will normally be updated each term. Parents will be informed (by letter/telephone call/via their son/daughter) if an activity has been cancelled.

For any visit lasting for more than one day, or involving significant travel/adventure activity, parents will be asked to sign a form which consents to their son/daughter taking part. The school has a standard form which should be used for this purpose.

As part of the parental consent procedure, parents will be fully informed of the arrangements for the visit, and activities involved. For all residential visits parents will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

Emergency procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a contact number to act as a link between the party, parents, the school and the Local Authority in the event of an emergency.

Whitley Academy will appoint a member of the Senior Leadership Group as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The group leader will leave full details of all pupils and accompanying adults with the emergency school contact, including the home contact details of parents/carers and next of kin as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school system.

First Aid

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, hold an up to date first aid certificate; this may involve staff at the centre or location visited.

Accidents & incidents

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school's Health & Safety Policy (see appendices 3&4, 6 and 7). Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

Risk assessments

Whitley Academy follows the LA guidelines on risk assessments. The risk assessment will identify significant risks and take measures to control these, using the HSE 'five steps to risk assessment' model:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record findings
- Review assessments and revise if necessary

A risk assessment must be undertaken prior to all educational visits and off site activities

The Principal delegates this responsibility to the member of staff organising the visit or activity. The Vice Principal/EVC must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include SEN/Medical needs of the specific group of children participating.

Note Further guidance can be found on the Local Authority Evolve site.

The expectations of pupils and parents

Whitley Academy has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will form part of the condition of booking by the parents, and will include the potential of withdrawal of a pupil prior to or during a visit if their conduct is deemed such that it would have led to a fixed term exclusion from school.

Staffing

Whitley Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments, through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Whitley Academy does not normally support additional people accompanying a party on an educational visit if they are not pupils at the school, or consortia schools, or part of the agreed staff complement. This may include family members if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit, or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Contributions

Whitley Academy may ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions.

Arrangements

- The Vice Principal/EVC will ensure that the guidance in respect of educational visits and journeys is followed by all staff involved in organising visits.
- The Vice Principal/EVC will ensure that they have approved all visits and journeys organised by schools staff.
- The Vice Principal/EVC will ensure that approval is obtained from the Local Authority for those visits requiring such approval.
- The Health & Safety Manager will ensure that this policy is reviewed every two years.

INFORMATION REQUIRED	PLEASE COMPLETE	APPROVED BY – PLEASE PRINT	DATE
DATE & TIME OF PROPOSED VISIT			
VENUE/ACTIVITY/LOCATION			
PROPOSED NO OF STAFF			
PROPOSED NO OF STUDENTS			
COVER CHECKED	<i>YES/NO</i>		
CALENDAR CHECKED	<i>YES/NO</i>		
CL APPROVED	<i>YES/NO</i>		
DEPT SLG LINE MANAGER APPROVED	<i>YES/NO</i>		
HEAD OF YEAR APPROVED	<i>YES/NO</i>		
TOTAL COST (Including Transport)			
COST PER PUPIL			
AMOUNT OF PP FUNDING REQUESTED (IF APPLICABLE)			
INFORM STUDENT SERVICES OF VISIT (Enclosing copy of this form)	<i>YES/NO</i>		
INFORM FINANCE OF VISIT (Enclosing copy of this form)	<i>YES/NO</i>		
LETTER HOME TO PARENTS (With ParentPay details)	<i>YES/NO</i>		
TRIP BOOKED	<i>YES/NO</i>		
TRANSPORT BOOKED	<i>YES/NO</i>		
EVOLVE COMPLETED	<i>YES/NO</i>		
EVOLVE APPROVED	<i>YES/NO</i>		

Signed by Principal: *Date:*
(Mr. Fred Rex)

Signed by Chair of Governors: *Date:*
(Mr T Downing)

Signed by EVC: *Date:*

Print name:

