

AMOTHERBY C P SCHOOL POLICY AND PROCEDURES FOR EDUCATIONAL VISITS

Rationale

It is recognised that young people can derive great benefit from participating in educational visits, residential trips and adventurous activities. In particular they are wonderful opportunities to extend young people's learning and enrich their appreciation of themselves, others and the world around them. They can add to the quality of life and can be the catalyst for improved academic achievement, a lifetime interest or, in some cases, professional fulfilment. Most educational visits take place without incident. However if these activities are to be successful and to be of maximum benefit to young people, they must be planned, prepared, delivered and reviewed in ways which are based on good and safe practice.

The aim of this handbook is to set out the parameters under which all employees and volunteers must operate when taking responsibility on behalf of the Local Authority. It does not attempt to set out in detail the syllabus, equipment or specific skills associated with the delivery of each sports or activity. Visit or activity leaders in the course of acquiring professional qualifications or national governing body awards will have demonstrated adequate competence with respect to the knowledge, skills and procedures necessary to lead groups safely in specific land or water-based activities.

Remit

All schools maintained by and where North Yorkshire County Council is the employer MUST use The Policy and Procedures for the management, planning and completion of ALL educational off-site visits and all adventurous activities with young people and visits abroad involving staff. All CYPS directorate managed establishments MUST use The Policy and Procedures for the management, planning and completion of ALL educational off-site visits and all adventurous activities with young people and visits abroad involving staff. It is recommended that in schools where the governing body is the employer that they should adopt and follow The Policy and Procedures and agrees to notify the LA of visits and agree to be monitored by the LA.

LEGAL ISSUES

In English law, a person who injures someone else can only become liable to compensate the injured person for the injuries caused if the person who caused the injury is negligent. Being negligent means that a duty of care must exist and have been breached. Everyone involved in organising and carrying out an off-site visit or activity has a duty of care to a greater or lesser degree. This guidance aims to help everyone to reduce the risk of injury through negligence, or otherwise, to the lowest level practically possible. Proving that a duty of care has been observed includes amongst other things having appropriate systems in place and following them and where appropriate carrying out and implementing risk assessments. All adults in charge of young people have a duty to act as a reasonably prudent parent would do in the same circumstances and in a way appropriate to the skills, qualifications and responsibilities of their professional role. These duties apply at all times to all visits and activities. Health and Safety legislation includes requiring:

Employers to:

- assess the risks of activities
- introduce measures to control those risks
- tell their employees about those measures

Employees to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer over safety matters
- inform their employer of any serious risks, or shortcomings in health and safety arrangements.

ROLES AND RESPONSIBILITIES

Local Authority

In managing the health and safety of young people and adults on educational off-site visits and adventurous activities, as the employer the LA will;

- determine, approve and review The Policy and Procedures
- provide named staff for support & advice
- provide appropriate training for staff
- maintain a register of Visits and Activity Leadership qualifications
- initially approve visits abroad and off-matrix adventurous activities
- provide a framework for risk management of templates and generic risk assessments
- provide 24/7 emergency response contacts
- give final approval for visits abroad and off-matrix adventurous activities
- provide a system for notification of all visits and activities to the LA
- review reported accidents, incidents and near misses
- monitor establishments arrangements and their visits and activities

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Governing Bodies where the LA is the employer

(Community or Voluntary Controlled schools)

To fulfil its responsibilities for the health and safety of young people and adults on educational off-site visits and activities, the Governing Body must;

- adopt The Policy and Procedures contained in this document
- approve and periodically review a policy for their school
- monitor the implementation and operation of the policies

Voluntary Aided and Foundation schools where the Governing Body is the employer. In establishments where the Governing Body is the employer, the role of this body will be the same as the LA. It is recommended that governors of these establishments should formally adopt The Policy and Procedures and agree to be monitored by the LA.

- Governing Bodies who adopt The Policy and Procedures and agree to be monitored by the LA must give written notification to the LA and formally record this.

Managers of CYPS establishments

To fulfil its responsibilities for the health and safety of young people and adults on educational off-site visits and activities, Managers of CYPS establishments must;

- adopt The Policy and Procedures contained in this document

- approve and periodically review a policy for their establishment
- monitor the implementation and operation of the policies

Federations and Confederations

Schools which are federated or confederated may wish to operate for the purposes of educational off-site visits and activities as one 'establishment' or share one member of staff who acts as the EVC for more than one school.

Each school must have in its school policy details of the arrangement and must notify the LA of;

- the 'lead school' for the establishment which the LA will use for the purposes of the Educational Visits Notification System and the annual audit
- which schools educational off-site visits and activities will now fall under the umbrella of the 'lead school'
- the name of the Educational Visits Co-ordinator for the 'establishment'
- any subsequent changes to these arrangements

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Head of Establishment

A Head of Establishment is either a Headteacher of a school or the person in charge of any other kind of establishment.

In order to fulfil their responsibilities as an employer, Heads of Establishments must ensure that;

- the Policy and Procedures are followed
- a policy for their establishment is determined, approved, reviewed and followed
- staff are appropriately trained and are competent in the tasks they are to carry out
- staff are entered on the Visits and Activity Leadership
- an EVC is appointed (or role retained) and Visit Leaders are approved
- initial approval is given for all visits and activities
- all visits and activities have sound educational aims and objectives
- all visits or activities are suited to the age, aptitude and experience of the young people and planned and managed appropriately
- suitable SEND, medical and welfare provision and appropriate immediate first aid provision
- all possible assurances are obtained including Provider Statements and evidence of licensing or accreditation
- visits are compliant with LA contractual, insurance and finance & charges requirements
- young people are suitably and sufficiently supervised and safeguarded
- risk management is suitable and sufficient
- each visit or activity has a Plan B, risk managed where appropriate
- 24/7 emergency arrangements are in place and that a nominated member of staff is on-call

- fully informed parental consent is obtained
- final approval is given for all visits and activities as described in Part 6
- all visits and activities are notified to the LA
- accidents, incidents and near misses are reported to the LA
- all visits and activities are reviewed
- an adequate range of visits and activities are monitored
- all records are retained according to the relevant LA Retention of Records Policy

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Educational Visits Co-ordinator

Each establishment must appoint an Educational Visits Co-ordinator (EVC). The Head of Establishment may retain this role, or delegate it to another member of staff.

EVC's must;

- follow The Policy and Procedures when planning or approving a visit or activity
- follow the establishment policy when planning a visit or activity
- be the main point of contact with the LA Adviser and other appropriate LA staff
- have attended EVC training and revalidation
- ensure that appropriate training for staff is arranged
- be appointed by the Head of Establishment and have a clear list of delegated responsibilities
- give initial approval for visits and activities if delegated to do so
- have a sound understanding of the educational benefits of off-site visits and activities
- assist Visit Leaders in appropriately planning and managing visits and activities if required
- assist Visit Leaders in ensuring suitable SEND, medical, welfare and appropriate immediate first aid provision if required
- assist Visit Leaders in choosing suitable providers and gaining assurances if required
- be competent to assist Visit Leaders to carry out suitable and sufficient risk management if required
- ensure the Visit Leader has all participant contact details and establishment contacts are carried on each visit or activity
- give final approval for visits if delegated to do so as described in Part 6
- review accidents, incidents and near misses if delegated to do so
- monitor a range of visits and activities

Visit Leader

A Visit Leader is a person whom the Head of Establishment has approved to lead a particular educational visit or activity.

Visit Leaders must;

- follow The Policy and Procedures when planning a visit or activity
- follow the establishment policy and procedures when planning a visit or activity
- have attended VL or PEV training
- have appropriate training, qualifications and competence for the visit or activity
- be approved by the Head of Establishment, appoint a deputy where appropriate and define roles and responsibilities of accompanying adults
- be in sole charge of a visit or activity
- gain initial and formal approval for all visits and activities and keep the EVC informed at each stage of the planning process
- determine sound educational aims and objectives for each proposed visit or activity
- appropriately plan and manage all visits and activities with regard to their suitability for the age, aptitude and experience of the young people
- ensure suitable SEND, medical and welfare provision and appropriate immediate first aid provision and that all adults are aware as appropriate
- ensure that insurance arrangements are suitable and adequate
- gain assurances from external providers including Provider Statements and evidence of licensing or accreditation and share appropriate emergency details
- ensure that young people are suitably and sufficiently supervised and safeguarded and have been involved in the planning process where appropriate
- carry out suitable and sufficient risk management before and during the visit or activity, including a preliminary visit if appropriate or required by policy
- ensure, and implement if required where appropriate a risk managed Plan B or cease visit or activity
- ensure that all participant contact details and establishment contacts are carried on the visit or activity and accompanying adults are appropriately briefed
- gain fully informed parental consent
- report accidents, incidents and near misses to the Head of Establishment
- review each visit or activity

Accompanying staff and volunteers

Accompanying staff and volunteers must;

- not be left in sole charge of young people unless previously agreed during the planning and risk assessment process or because it is the only reasonable way to deal with an unanticipated emergency situation.
- follow the Visit Leader's instructions.

- bring to the Visit Leader's attention any risk they feel is not acceptable.
- report immediately to the Head of Establishment if they feel their concerns are justified but are being ignored.
- not be accompanied by their own children without the specific agreement of the

Head of Establishment. Where staff are accompanied their children should normally be of the same age, aptitude and experience as the rest of the group.

Parents

Parents and carers must;

- be fully informed about the visit or activity including rules and procedures and asked to ensure that their children understand and will follow the rules and procedures
- be asked to give written informed parental consent for their child to participate and

acknowledge their own and their child's responsibility to support the disciplinary, health, safety and welfare arrangements for the visit or activity

- provide emergency contact details to the Head of Establishment and Visit Leader
- be asked to provide all relevant details regarding their child's emotional, psychological and physical health to the Head of Establishment and Visit Leader
- be told that they may need to take responsibility for collecting their child if illness or unacceptable behaviour occurs during a visit or activity

Young People

Young People must be instructed to:

- behave sensibly and responsibly otherwise arrangements may be made to return them to their establishment or home
- not take unnecessary risks
- follow the instructions of the Visit Leader and other supervising adult
- dress as requested
- be sensitive to local codes and customs, especially abroad