

PENRYN COLLEGE

Safety Policy for Off-Site Visits

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In accordance with regulations laid down by Cornwall Education Committee and Cornwall Outdoors

1. Introduction

Penryn College: Off-site Visits and Outdoor Learning Vision

Penryn College is committed to extending the experience and achievement of all our students in the broadest sense possible, one key element of this is to ensure a variety of residential/outdoor activities and school trips for each student.

As an Academy Penryn College act in a responsible manner to ensure the safety of all children attending offsite activities and outdoor learning experiences.

Penryn College has adopted Cornwall's guidance, systems and processes for supporting and monitoring off-site activities and outdoor learning. This includes the Outdoor Education Advisers Panel (OEAP) National Guidance.

Anyone wishing further information can view the Policy for the Management of Off-Site Visits and Outdoor Learning on our website or alternatively refer to the following link:

Penryn College also adheres to its Health and Safety Policy to ensure the general safety of its children.

2. Policy Changes

The major changes from previous policy are as follows:

- The LA policy is updated annually, however all of the most up to date guidance can be found electronically through the secure online Educational Visits (EV) Form.
- The College must notify the Council of visits and activities falling within any one of the categories set out below.
 - A journey more than 50 miles away from base
 - A residential or overnight stay
 - An adventurous activity
 - A foreign visit
- The above notification procedure requires the submission of an EV Form via the electronic EV system.

3. Provision of Employer Guidance

As an academy Penryn College has adopted the LA Policy for the Management of Off-site Visits and Outdoor Learning.

All of this guidance is now web-based and can be found at

http://www.cornwalloutdoors.org/media/1916/cornwall-outdoor-policy_2016.pdf

Cornwall Council in turn has formally adopted the "Outdoor Education Advisers Panel" (OEAP) National Guidance.

<http://oeapng.info/>

The numbered chapters in this Policy are aligned in relation to the LA Policy for the Management of Off-site Visits and Outdoor Learning and reflect the specific arrangements for the expectation of **Penryn College Staff** and **any** additional adults who accompany our students on **any** Off-site visits.

4. Scope and Remit

The National Guidance document "Basic Essentials – Status and Remit" clarifies the range of employees whose work requires them to use the guidance.

<http://oeapng.info/wp-content/uploads/downloads/2012/04/1c-Status-Remit-and-Rationale.pdf>

In summary, it applies to employees whose work involves any one of the following:

- supervision of young people undertaking experiences beyond the boundary of their normal operational base
- supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

5. Ensuring Understanding of Basic Requirements

Penryn College will have at least **two** fully trained **EVCs** who are revalidated at least every three years. They are currently The Director of Business Development & Operations (**DBDO**) who is the primary **EVC** and one of the Assistant Headteachers (**AHT**) who can deputise.

The College will ensure that all of its staff who are associated with any of the activities listed in Section 4 will:

- have access to suitable guidance and advice, as provided by Cornwall Outdoors and the College,
- have access to meet an EVC or a Risk Assessment Advisor,
- attend suitable annual training to either lead an activity or assist on one,
- staff, where appropriate, have the opportunity to qualify for, or revalidate existing qualifications, including First Aid, Minibus revalidation and NGB qualifications.

6. Approval and Notification of Activities and Visit

The procedures to be followed for all trips at Penryn College can be found in “**PENRYN COLLEGE – OFF SITE VISIT AND TRIP PLANNING FORM**”. It is not an expectation that this form is completed in one sitting, but should remain a “living” document throughout the planning cycle.

Once SLT approval has been awarded the trip may be planned and advertised. This form is to be used for all school Off-site visits and must be started as soon as the trip is considered. Each section sets out a clear step-by-step guide which must be completed by the **Visit Leader**, who reports to the **EVC**, within the appropriate timeframes. The **EVC** will plan a time line with the **Visit Leader** to ensure that the trip will meet all of the required deadlines and be approved to proceed, this includes meeting all of the necessary LA deadlines in the submission of the EV form.

6.1. Residential, Foreign, Adventurous Activities and Longer Day Trips

Trips of this nature all require clearance from Cornwall Outdoors who ensure that our trips are properly planned and that all relevant procedures have been satisfactorily completed. Penryn College will submit all of the required electronic paperwork within the timeframe specified by Cornwall Outdoors.

Foreign, Residential and Adventurous visits must be signed off by the **Head Teacher, via the Safeguarding Committee or the delegated Safeguarding and Visits Governor**, who meet half-termly. In an emergency the **Safeguarding and Visits Governor** may be contacted by the **DBDO** (EVC) to seek final approval for a visit.

The deadlines for the trip/visit to be given the final “Green Light” are:

- Trips requiring an EV Form – at least 2 weeks before trip departure date
- All other trips – at least 1 week before trip departure date

Any trip leader seeking final “green light” after the appropriate deadline will be required to provide a report to the Headteacher explaining the reasons for the late approval request.

In the Summer term the Governors will be informed of the planned Off-site visits (Foreign, Residential and Adventurous trips) seeking approval for the coming academic year. This may be updated termly if necessary. The final approval will always remain with the **Safeguarding Committee**, but this is to seek “an intention to proceed with planning” approval so that all of the appropriate preparations can continue and families can have as much notice as possible for any forthcoming visit and subsequent payment plans.

6.2. Local Day Trips

Penryn College **Visit Leaders** will complete the following for Local Day trips.

- The home school agreement will ask for general permission from parents, therefore no specific consent is needed. However, parents are to be asked for their consent in principle. This would include nearby local day visits or sporting fixtures.
- A letter home and written parental response but not a full consent form. If the trips are to become an established routine one letter will suffice for a block of work. The written parental response should include any medical problems.
- Trips will need to have a risk assessment completed.
- An electronic EV Form must be submitted and approved by the EVC.
- Sports trips will not require a letter but be communicated in advance through team sheets on the notice board giving clear return times. Staff taking sports teams must check for medical problems with the Main Office or Student Services.
- A list of students “off-site” will be left with the Main Office (out of hours) and with Student Services (all times) on a proper form. Blank contact lists are available from reception.
- Risk assessments for routine off site trips must be kept in a file in the department, as well as a reviewed copy lodged with the **EVC** annually. HODs must have these signed off by the EVC at the start of each academic year no later than the end of September.

Local visits will be signed off by the **DBDO/EVC** only if the “**PENRYN COLLEGE – OFF SITE VISIT AND TRIP PLANNING FORM**” has been completed successfully.

7. Risk Management

Penryn College’s preferred risk management system is through the European Education Consultants’ Safety Management Suite (ECLIVE). All Visit leaders can see the DBDO for an individual password.

All visits regardless of type require an up to date Risk Assessment and the Visit Leader is responsible for ensuring that this is completed.

The risk assessment process is the means whereby visit leaders determine the procedures for the safe management of their visit. A generic risk assessment forms the starting point for the process however visit leaders need to consider the following variables:

Staff: Competent? Trained? Experienced? Ratio of staff to young people?

Activity: Simple? Complex? Training required? Consent? Insurance? Licensable?

Group: Prior experience? Behaviour? Medical and/or Special Needs?

Environment: Remote? Foreign? Same as previous times? Weather forecast? Water levels?

Distance: How far? Transport required? Residential?

Applying the above variables will create a visit-specific risk assessment for your activity. The outcome of this process provides the procedures for the safe management of your visit and must be shared with your fellow visit leaders.

For all Foreign, Adventurous and Residential visits the **EVC** will set up a meeting to work with Rasto Sekanina, our Health and Safety Advisor, to complete all of the necessary RAs. Please see the **EVC** for an appointment.

Support is on offer for all **Visit Leaders** in writing basic generic Risk Assessments from the **EVC**. These can be reviewed and copied and used by any member of the College staff.

All RAs will be reviewed and monitored annually so that “best practice” can be shared at the annual Penryn College Visit leader training.

The final approval for all visits relies on all RAs being completed.

8. Emergency Planning and Critical Incident Support

All **Visit Leaders** must carry with them at all times the LA approved Emergency Planning and Critical Incident Support documentation. All **Visit Leaders** will be instructed/reminded of this requirement at the compulsory annual Visit Leader training.

Your visit plans must include 2 emergency contacts back at base including out of school hours contact numbers. In an emergency the school phone line could be swamped hence the need for an additional number other than the office.

Emergency contacts must

- Have access to all the information related to the visit for which they are the contact
- Must be contactable beyond normal working hours
- Must be available 24/7 if the visit is a residential
- Must have contact numbers for relevant people e.g. Headteacher, governor, Cornwall Council

9. Monitoring

All of the approved paperwork will be kept for three years.

The **Visit Leader** on their return, or after a series of repeated visits, will be required to complete the Penryn College Post Off-site Visit Review Form. This must be completed and handed to the **EVC** within two weeks after the end of the visit.

10. Assessment of Leader Competence

Penryn College has an expectation that all visit/activity leaders and their assistants have been formally assessed as competent to undertake such responsibilities.

All Visit leaders will be required to attend school led annual Visit Leader training. This is mandatory. **Proposed trips will be rejected if the prospective leader has not attended this training within the last 12 months.**

11. Role-specific Requirements and Recommendation

11.1. Governors

- The Governing body have responsibility for ensuring that suitable procedures are in place and will seek assurances that these are being followed.
- The Governing body will be informed annually of the trips that are planned for the following academic year. This list of trips will be approved by the FGB, but the final approval will be delegated to the Safeguarding Committee.
- The Governing Body has a named Governor with responsibility for Off-site Visits.
- Off-site Visits is a standing agenda item for the half-termly Safeguarding Committee meetings.

- The Governors who sit on the Safeguarding Committee along with the Headteacher make the final decision regarding whether an Off-site Visit is cleared for approval. To aid this decision making this Committee will receive a detailed report advising on the stages of completion of each of the planned visits due to leave the College during the next term.

11.2. Headteacher

- The Headteacher has ultimate responsibility for all school trips.
- The Headteacher through the Governing Body has delegated the day to day tasks of supporting and planning the Off-site visits at the College to a nominated “EVC” (Educational Visits Coordinator).
- The Headteacher, along with the Safeguarding Committee has the final approval on whether a trip will go ahead. This decision will be made at the half termly Safeguarding meeting.
- The Headteacher, along with the Safeguarding Committee will be informed of any “near misses”.
- The Headteacher will be informed of any Safeguarding issues at the earliest opportunity.

11.3. EVC

The College has designated two members of staff as the Educational Visit Co-ordinators (**EVC**) for the College. The Director of Business Development & Operations (**DBDO**) will be EVC trained and will play the lead role in advising staff in planning trips. The Assistant Headteacher will become the deputy EVC and will act as a “Consultant”, but continue to support and aid the DBDO.

The EVC will advise in the planning and management of educational visits including adventure activities led by College staff. The EVC will support group leaders, the Headteacher and College Governors by ensuring that the LA’s guidelines for leading educational visits are followed.

Jointly the EVC team will:

- Have training, qualifications and experience in leading and managing a range of educational visits, in particular, those which are common to the College.
- Be of sufficient status to be able to influence change in colleagues. This may be the Headteacher, but if not, must have the active support of the senior management team.

The EVC may be delegated many of the tasks assigned to the Headteacher. The principle day- to-day tasks may require an EVC to:

- Liaise with the LA to remain current and informed on good practice
- Support the Head and Governors in their decision-making
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications; this is to include accompanying staff and volunteers
- Help organise the induction and annual training of staff and volunteers new to the venture
- Keep records of staff training and qualifications
- Make sure that Disclosure and Barring Service checks are in place as necessary
- Be involved in educational visit management in order to ensure that the LA and College’s policy and guidance are followed
- Work with leaders to ensure that the aims of the educational visits are achievable and in line with those of the College
- Ensure teachers are made aware of and understand the LA’s emergency procedures
- Ensure the College has emergency procedures in place in case of a major incident on a school visit. These should be discussed and reviewed by staff and Governors and know how to liaise with the LA should an emergency occur.
- Confirm that consideration has been given to the group concerned and the location (check Visit Leader’s group/site risk assessments)
- Keep records of individual visits including reports of accidents and ‘near misses’
- Learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change

- Monitor and review current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

11.4. Visit Leader

Group leaders are responsible for the safe planning and execution of visits and should:

- Follow College policies and work within LA and national guidelines
- Define clearly the educational objectives of the visit
- Ensure the activity and location is suited to the age and ability/experience of the students
- Appoint a deputy leader who can take over at any time
- Make a comprehensive risk assessment and management plan and submit it to the EVC for approval
- Clearly define the roles and responsibilities of all adult helpers
- Have qualifications (where appropriate), experience and training to manage the group and lead the staff team
- Be aware of child protection issues
- Ensure the ratio of adults to students is appropriate for the needs of the group
- Ensure adequate first aid provision is available
- Ensure all adults have information of any special or medical needs amongst students
- Establish emergency procedures of all elements of the visit
- Ensure all adults have details of the home contact and of emergency procedures
- Be conversant with good practice in planned activities he/she will not be instructing
- Prepare and brief the group and parents of the students
- Assess the members of the group for their suitability
- Have regard for health and safety of the group at all times
- Consider stopping the visit or activity if the risk to the health and safety of party members becomes unacceptable
- Follow up with parents / carers within two days of a student being hospitalised or injured during a trip or visit, and subsequent contact if necessary, to check on the health and wellbeing of the child and if any further support can be offered by the College – updates to be e-mailed to the Headteacher and EVC

Staff should be particularly careful when supervising students in extended curricular activity. Typically a less formal approach is adopted. However, the standard of behaviour expected of staff will be no different from the behaviour expected in College.

12. Charges for Off-site Activities and Visits

Visit leaders must be mindful of visits that run predominantly during school time that should the “Voluntary Contributions” from parents not meet the full cost of the trip then it cannot and must not run. This must be clearly communicated to parents via the initial letter.

All trips must be paid for prior to departure. It is the responsibility of the **Visit Leader** to check with the Finance Office and contact families should there be a query regarding the payment.

Please make an appointment with the **DBDO** for specific clarification over any Charges and Remissions and any financial assistance.

13. Criminal Record Disclosure Checks

All accompanying members of staff/coaches/parents must hold an in date DBS check.

It is the responsibility of the Visit leader to ensure that all requests for checks are submitted to the **Personnel Office** in plenty of time for any necessary checks to be carried out.

14. Requirements to Ensure Effective Supervision

To ensure “effective” supervision and having taken proper consideration of all of the determining factors of the group, including any specific Medical/Special needs of any or all of the group. Penryn College requires the following ratios:

- For Children in Year 7 or above
 - For local visits/day trips: 1:15/20
 - For more complex visits: 1:10/15 or lower depending on the authorised NGB supervision ratio
 - For any residential visits: 1:10 as a minimum. Where possible 1:8 or 1:9 is preferred.
- For Children in Year 6 or below, (Holiday Programmes etc.)
 - For straight forward visits for: 1:10/15
 - For more complex visits: 1:10 or lower depending on the authorised NGB supervision ratio

15. Preliminary Visits and Provider Assurances

All Visit leaders are required to have a thorough knowledge of the venue and the facilities they are visiting. Penryn College, where reasonably possible, expects all Visit leaders to carry out a full preliminary visit. This must include visiting the accommodation and the activities expected to be included in the proposed visit.

In certain cases for a new visit to take place and for a preliminary visit to be undertaken it may need as much as 18 months lead in time to ensure all of the relevant checks have been completed.

Visit Leaders must use reputable firms/providers that hold nationally accredited provider assurance schemes.

The electronic EV form has a dropdown menu of providers who either hold national accreditation or who have satisfactorily completed the Outdoor Education Advisers Panel Provider Questionnaire. If a Visit leader wants to use a new provider then this questionnaire can be sent to the provider. It is the responsibility of the Visit Leader that this form is completed and returned to the EVC before any booking is made. This form will be sent to CO so that approval of the provider can be sought. An Off-site visit will not run if the provider has not been approved by CO.

16. Insurance for off-site Activities and Visits

All trips within the UK and the vast majority of European visits are covered by the Schools Insurance. There are some exceptions to this. Visit leaders must check with the **DBDO** to clarify the specific situation. Additional extra/cover for specific trips can be arranged. There will be an additional premium to pay which must be included as part of the financial planning.

17. Inclusion

Penryn College supports equal opportunities for all pupils and every effort must be made to ensure that outdoor learning activities and visits are available and accessible to all. Penryn College takes all reasonably practicable measures to include all young people and the principles of inclusion are actively promoted.

18. Adventure Activities Licensing Regulations

Penryn College only uses approved providers for any adventurous activities. The list of these providers and operators can be found on the electronic EV form. See Paragraph 15 above.

19. Good Practice Requirements

Penryn College will ensure that through the annual Visit Leader training Best Practice and expertise will be shared. The College will actively promote its Visit Leaders to remain fully qualified and be in receipt of NGB qualifications to reflect the needs of the activities the College is promoting. The College will support its staff so that assistant leaders can develop their skills and competency to become Visit Leaders.

20. Transport

All drivers must hold a current Cornwall Council approved Minibus driver permit. The name of the approved driver must be submitted via the EV form. All College minibuses can be booked through the Main Office. Do not hire a minibus without prior permission from your **HOD** and the **DBDO**.

Please bear in mind that some longer minibus journeys may require 2 drivers. This must be factored into your planning.

If hiring a coach independently for a longer journey please obtain three quotes. Please speak to the **DBDO** should you have any questions. The College recommends using one of the following coach firms: OTS, Williams Travel, Hopley's Coaches, Wheal Britton or Roselyn Coaches.

For an Off-site Visit, if a member of staff or an authorised adult is taking pupils in a private vehicle, the following must happen;

- The **EVC** must be informed in advance,
- All parents whose children are travelling have given their written consent,
- The adult driver must hold and maintain suitable vehicle insurance cover, a taxed roadworthy vehicle and a current valid driving licence without significant endorsements. A 'Volunteer Driver' declaration form, must be used in such circumstances.
- The number of passengers carried in any vehicle must not exceed that vehicle's seating capacity
- Every young person travelling in a car must wear a seatbelt

21. Planning

The procedures to be followed for all trips at Penryn College are in "**PENRYN COLLEGE – OFF SITE VISIT AND TRIP PLANNING FORM**".

This form is to be used for all school trips and visits and must be started as soon as the trip is considered. Each section sets out a clear step-by-step guide which must be completed by the **Visit Leader**, who reports to the **EVC**, within the appropriate timeframes. This includes meeting all of the necessary LA deadlines in the submission of the EV form. It is not an expectation that this form is completed in one sitting, but should remain a "living" document throughout the planning cycle.

The "**PENRYN COLLEGE – OFF SITE VISIT AND TRIP PLANNING FORM**" includes 5 Roadmaps to guide the Visit Leader through the process, based on the type of trip and the time required to seek approval. It also includes a table entitled "**Week Before Checks**" which is to guide the Visit Leader in the weeks leading up to the departure.

22. Consent: Parental Consent and Documentation required to be kept

All trips require full parental consent, except Local day trips.

Completed EV Forms will be held for at least **three** years after the trip, these will be kept by the **EVC**. The general parental consent paperwork will be held in the main office for one year, unless there is a significant incident and the paperwork will be kept for 25 years.

23. The Value and Evaluation

Post Trip/Visit Evaluation Report. A Post Trip/Visit report must be completed within a month by the Visit Leader for all residential/foreign trips; the requirement for a report for day visits/adventure activities should be discussed and agreed with the EVC. The report should include the following:

A general overview of the success/shortcomings of the trip/visit

Did the trip/visit meet the objectives/expectations/outcomes set?

- Was there adequate time?
- What might be done differently to make the trip/visit an even better experience in the future?
- Were there any issues with the level of supervision?
- What special points should be emphasized next time?
- What problems/potential problems should Visit Leaders consider if planning a similar trip in the future?
- What would you change, if anything, to make the visit/trip a greater success?
- Any financial issues with the trip
- Any accidents/near misses/medical issues that had to be dealt with or addressed
- Any other relevant points that would help staff planning a similar trip/visit in the future.