

# FAIRWAY INFANT SCHOOL

## Outdoor Education and Off-Site Visits Policy



Adopted by the Curriculum Committee  
At their meeting on 12<sup>th</sup> March 2019  
Review date March 2022

Based on WSCC Model Policy dated September 2018

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## 1. Introduction

**1.1** Fairway Infant School provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, environmental studies, sports, physical and cultural activities and adventurous activities. The staff and governors recognise the valuable contribution that educational visits and outdoor experiences can make towards children's education and promote such activities as part of a rich, broad and balanced curriculum.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

**1.3** This document outlines the specific policies and procedures for Fairway Infant School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths." available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

## 1. Roles and Responsibilities

**2.1** The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

**2.2** The Head Teacher is delegated by the Governing Body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE.

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**2.3** The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

**2.4** The Visits Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC activities and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards;
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

**2.5** Participants are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

### **3. Guidance Notes for LOtC Activities and Off-Site Educational Visits**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

**3.2** In order to plan LOtC activities and visits the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

**3.3** Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. **See APPENDIX A**

**3.4** Internal Approval Form. **See APPENDIX B.** This local form is used to achieve any necessary cover arrangements.

**3.5** An EVOLVE Visit form must be completed for all visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before becoming financially committed. These types of off-site visits also need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider. **See APPENDIX C for guide to using EVOLVE (New staff are trained in how to use Evolve by EVC. All teaching staff are given an annual refresher led by EVC).**

**3.6** The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOTC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation. **See APPENDIX D**

**3.7** On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

**3.8** Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation. **See APPENDIX E**

**3.9** Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

**Adopted by the Curriculum Committee  
At their meeting on 12<sup>th</sup> March 2019  
Review date March 2022**

**Signed.....**

**Date.....**

**Sue Peckham  
Chair of Governors**

Outdoor Education Adviser, September 2018

**PARENTAL CONSENT**

**APPENDIX A**

**APPENDIX B**  
**Internal Permission/Cover arrangements**

**Fairway Infant School - Offsite Visits by Small Groups**

For insurance purposes please complete the following information:

|                   |   |  |     |  |
|-------------------|---|--|-----|--|
| Date              |   |  |     |  |
| Time              | Out:  |  | In: |  |
| Going To          |   |  |     |  |
| Address           |   |  |     |  |
| Reason for Visit  | Have you checked if permissions required eg if photos may be taken? |  |     |  |
| Names of children |   |  |     |  |
| Names of Adults   |   |  |     |  |
| Contact Numbers   |   |  |     |  |
|                   | Venue:  |  |     |  |
|                   | Mobile:   |  |     |  |

Signed.....  
 Visit Leader

Approved by.....  
 EVC/Headteacher

Outdoor Education Adviser, September 2018

**Fairway Infant School  
Offsite Visit Planning Sheet**

|                                  |   |  |     |
|----------------------------------|---|--|-----|
| Date                             |   |  |     |
| Time                             | Out:  |  | In: |
| Going To                         |   |  |     |
| Address including Postcode       |   |  |     |
| Classes going number of children |   |  |     |
| Number of adults Required        | Recommended ratios are 1:6 for Yrs 1&2 higher for Reception Class   |  |     |
| Transport requirements           | <p><b>Outward</b><br/>Leave school at:<br/>To arrive at visit site at:</p> <p><b>Return</b><br/>Leave visit site at:<br/>To arrive at school by:</p> <p>Is a double decker coach acceptable Yes / No</p>  |  |     |
| Costs                            | <p>Coach cost:</p> <p>Admission charges:</p> <p>Workshop or additional charges:</p> <p>Total Cost</p> <p>Contribution requested from parents:</p>   |  |     |
| <b>PACKED LUNCHES</b>            | <p><b>Don't forget that as every child is entitled to a UIFSM they are entitled to a Packed Lunch for any day trips. We need to order exact numbers a whole week before the trip which means we need a letter to go out to parents so that they can order a packed lunch if they want one. Letter is available from the office.</b></p> |  |     |
| Any other notes                  |   |  |     |
| Contact Numbers                  | Venue:  |  |     |

Signed.....  
by.....  
Visit Leader/s

Approved  
EVC/Headteacher

Outdoor Education Adviser, September 2018

**APPENDIX D**  
**OE2 External Providers form**



**PROVIDER STANDARDS**  
**FORM OE2**



For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

**Name & address of provider/organisation: -**

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

**Section A – ALL PROVIDERS**

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
7. The provider has public liability insurance for at least £5million, ***(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).***
8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.

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22. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.

23. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.

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If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item**. The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed: .....

Date: .....

Name: .....

Position in Org: .....

Email (general): .....

Website: .....

**Thank you for completing this form.  
Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-**



Outdoor Education  
The Grange, 2<sup>nd</sup> Floor,  
County Hall  
CHICHESTER  
West Sussex  
PO19 1RG  
  
e-mail: [outdoor.education@westsussex.gov.uk](mailto:outdoor.education@westsussex.gov.uk)

Outdoor Education Adviser, September 2018

**Risk Assessment Form**

***RISK ASSESSMENT AND RISK MANAGEMENT***  
**(Event Specific Notes)**

**RISK ASSESSMENT FOR EDUCATIONAL VISIT / OFF-SITE ACTIVITY**

ACTIVITY: ..... LOCATION :..... DATE.....

Name ..... Organisation: Fairway Infant School

Assessment undertaken (date) ..... Signed .....Date .....Assessment Review Date: -.....

| <b>LIST HAZARDS HERE</b> | <b>List of groups of people who are especially at risk from the significant hazards you have identified:</b> | <b>How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.</b> | <b>Post event review (use this column to comment if you have a concern or an incident occurred)</b> |
|--------------------------|--|--|---|
|                          |  |  |   |
|                          |  |  |   |
|                          |  |  |   |
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**Appendix F – Checklist for all Off-Site Activities**

**Checklist for School Trips**

|                                    |  |
|------------------------------------|--|
| <b>Trip Planning</b>               |  |
| Complete details for coach booking |  |
| Enter details into Evovle          |  |
| Complete risk assessment           |  |

|   |  |
|---|--|
| <b>Letter to parents to include</b>   |  |
| Cancelling hot meal order – has to be done a full week before the week in which the trip takes place                  |  |
| Cheques to be payable to Fairway Infant School  |  |
| Paragraph about charging and hardship to be included  |  |
| Request for volunteers to specify they must be CRB checked by the school – CRBs for other organisations are not valid |  |

|   |  |
|---|--|
| <b>Week before trip</b>   |  |
| Check all consent forms received & chase if necessary                   |  |
| Check all payments received   |  |
| Check medical list to ensure all necessary medication is in school      |  |
| Check all volunteers are CRB checked by school                          |  |
| Details of any payments needed on day to be passed to Jill              |  |
| Business insurance to be checked if taking a separate car               |  |
| First Aider for trip to be agreed                                       |  |
| Check Lunchtime and First Aid cover at school and agreed with other TAs |  |

|   |  |
|---|--|
| <b>Day before trip</b>                                |  |
| Medicines to be prepared ready for trip               |  |
| First Aid supplies to be prepared for trip            |  |
| Consent forms scanned – originals to be taken on trip |  |
| Registers for day to be printed                       |  |
| Groups for day to be passed to office                 |  |
| Mobile phones to be charged                           |  |

|   |  |
|---|--|
| <b>Day of trip</b>  |  |
| Registers to be sent to office  |  |
| Parents to be briefed on timetable and their role   |  |
| Children to be briefed on behaviour expectations and involved in identifying potential hazards and how to stay safe |  |