

THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

Kettlebrook Short Stay School & Burton Pupil Referral Unit
EDUCATIONAL TRIPS/LOTC POLICY

The FEDERATION adopts the guidance and procedures issued by Staffordshire County Council.



Educational_Visits_Policy_SCC.doc



Learning_outside_the_classroom_LOTC_Edu

This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Staffordshire County Council has formally adopted Outdoor Education Advisers' Panel 'National Guidance' (NG) as its guidance for the management of off-site visits and learning outside of the classroom (LOtC). This guidance can be found on the following web site:

<http://oeapng.info/>

Key Roles:

Executive Headteacher – Kirsty Rogers

Head of School – Sarah Bamber

KSSS EVC Coordinator: Kirsty Rogers training Nov 2018; **Claire Goodwin TBA**


BPRU EVC Coordinator: **Louise Hastings TBA**


BPRU & KSSS uses Evolve – Management System & Advisory Service for all TRIPs etc.

1. Procedures

1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Executive Headteacher (EHT) or Head of School (HoS) for permission to plan the visit.

1.2 Once verbally agreed to plan the visit the VISIT LEADER must read, follow the TRIP R&R

OVERVIEW  TRIP overview R&R.docx and complete the W proforma for further discussions with

EHT/HoS.  W checklist proforma.docx

1.3 Outline permission will be granted when all the anticipated outcomes and possible risks have been considered; confirmation that the visit can be accommodated within the school timetable; the ethos of the visit is one with which the school wishes to be associated. Visit leader discusses documentation to be sent to parent / carer with EHT/HoS before it is sent out.

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- 1.4 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the Entrust Educational Visits Advisor (on EVOLVE) by EVC for approval that all the procedures have been satisfactorily completed AND signed off by the Headteacher.
- 1.5 Once outline permission, and any necessary county further guidance, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.
- 1.6 All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.
- 1.7 Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise when this is a requirement for obtaining approval for the visit to proceed.
- 1.8 Regularly 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.
- 1.9 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 or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Headteacher.
- 1.10 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Note: Swimming, OAA centres, DofE etc all need EVOLVE form submissions in the usual way.

2. Local Responsibilities

- 2.1 The EHT/HoS is the responsible officer for ensuring visits are approved as necessary, 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.
- 2.2 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

To receive completed W form and check all visit details are completed .

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To check that all requirements for approving a visit have been undertaken, including adequate risk assessments.

To liaise with headteacher and grant outline permission for a visit to go ahead and signify this by signing form EV1.

To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.

To liaise with the Entrust EVA on any visit involving residential or foreign travel and additional or high risk activities.

To grant final permission for a visit when all organisation and planning are complete and to signify this by signing the W form and proceeding to register visit on EVOLVE by the EVC.

- 2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit, including where students are having 'down-time'.
- 2.4 Each member of staff who use their car for transport will have a list of student contacts etc and have the required business insurance, current MOT and Tax etc.
- 2.5 Visit leader issues each member of staff with student details and ensure that staff have a working mobile phone with them at all times during the length of the trip / visit.
- 2.6 A staff member with up-to-date First Aid training will accompany each off-site educational visit.

3. Emergency Procedures

- 3.1 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 home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.
- 3.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the EHT/HoS or designated deputy so that they can decide: -
 - A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

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B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the EHT/HoS, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

3.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

The Management Committee

4.1 The Management Committee is up dated of trips/visits etc per term as part of the Headteacher's report.

4.2 The Management Committee / Chair of MC will be informed of any potential residential trips for further discussions before any final decision is made in the preliminary planning stages.