



UTC PLYMOUTH

Offsite and Educational Visits Policy

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Introduction

Off-site educational visits are activities arranged by or on behalf of UTC Plymouth, which take place outside the school grounds. The value of off-site activities and educational visits is well recognised by the Governing body and fully supported within the College.

All off-site activities serve an educational purpose, enhancing and enriching our student's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits,

and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

The College provides many opportunities to enrich the curriculum for students through off-site activities and educational visits. These include; work experience, visits abroad, work in the community, outward bound, competitions and day trips. This document outlines the specific policies and procedures for the College. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- Plymouth City Council Guidance
- DfES - Health and safety: advice on legal duties and powers (2014)
- National Employers Guidance produced by OEAP (www.oeapeg.info)

Aims

The aims of our off-site educational visits are to:

- Enhance curricular and recreational opportunities for our students.
- Provide a wider range of experiences for our students than could be provided on the College site alone.
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

UTC Plymouth has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory College day and beyond the college premises. UTC Plymouth believes that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils.

Roles and Responsibilities

The Governing Body will:

The Governing body will receive advice on planned Educational Visits from the Principal. They should ensure that this policy is reviewed regularly and in line with any changes in government/Health and Safety Executive (HSE) and other guidance.

Key tasks

- Ensure that arrangements are in place and the City Council regulations and guidance are being translated into working systems:
- Ensure that the Governing Body has systems in place to support this process.
- Have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.
- Ensure a policy is in place with regard to off-site activities.
- Ensure that visits have specific educational objectives.
- Be satisfied that risk assessments are carried out and that appropriate safety measures are in place.
- Ensure that all arrangements comply with UTC Plymouth's Safeguarding and Health and Safety policies.
- Ensure that funding and costs do not unfairly exclude any pupil from taking part in an activity which is essential to the curriculum delivery of a particular subject or course.
- Review any codes of conduct for both leaders and pupils

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Principal prior to submitting via the EVOLVE system.

The Principal will:

The Principal will ensure that the management of visits and ventures meets the regulations and guidance offered by the City Council, DfE and others, as well as conforming to the College's own health and safety policy. He/she will also ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked.

Key tasks

- Appoint an Educational Visits Coordinator (EVC).

- Ensure that the EVC has attended an approved training course.
- Support staff development of leadership competence through continuous professional development.
- Ensure party leaders are sufficiently experienced and competent to assess and manage the risks with regard to the planned activity.
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.
- Ensure that risks have been assessed, more significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- Review systems and, on occasion, monitor practice.

All off-site activities and educational visits will need the approval of the Academy Principal and the visit information must be subsequently uploaded to the EVOLVE website prior to approval.

The Educational Visits Co-ordinator (EVC) will:

UTC Plymouth should have a designated Educational Visits Coordinator (EVC). This may be the Principal or another employee who in the view of the Principal is competent to undertake this type of delegated task.

The EVC for UTC is Sarah Beveridge

Key tasks

- Oversee the Academy's approach to visits.
- In consultation with the Principal ensure that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers.
- Support the head of establishment in the management of and evaluation of educational visits.
- Support the party leader with advice and guidance on generic or specific risk assessments.
- Review and approve the risk assessment produced by the party leader and team for each visit.

- Organise the emergency arrangements and ensure there is an emergency contact for each visit. Additionally, how to liaise with the City Council team should an emergency occur
- Use and apply suitable record keeping practices for both children and young people and leaders off-site.
- Keep records of individual visits including reports of accidents and 'near accidents' (sometimes known as 'near misses').
- Liaise with the Principal and the Finance Advisor to ensure that separate insurance is in place for foreign visits.
- Seek any advice from external providers as necessary.
- Be involved in educational visit management in order to ensure that the City Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out.
- Organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit.
- Ensure that procedures for DBS disclosures are in place as necessary.
- Ensure that liaison with parents and obtaining consent are effective.
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The Group Leader will:

The party leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal.

Key tasks

- Be approved to carry out the visit and suitably competent and knowledgeable about the College's policies and procedures.
- Plan and prepare for the visit and assess the risks with the EVC prior to inputting into the EVOLVE system for approval.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

- Obtain the Principal's approval for the visit and have enough information on the pupils taking part in order to risk assess their suitability for the visit or specific activity.
- Oversee the safe conduct of each visit, paying particular attention to ongoing risk assessments and changing circumstances.
- Consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles.
- Ensure the leaders have details of the College contact.
- Ensure the leaders and others have details of the pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Inform parents/carers about the visit and where appropriate, gain consent.
- Ensure that they and other accompanying staff understand that for residential or 'over hours' trips, any time above contracted hours is considered as voluntary and will not be paid or attract time off in lieu.

Additional members of staff and volunteers

Members of staff and volunteers make up the team for each visit and they must ensure that they are familiar with procedures/protocols.

Key Tasks

- Assist the party leader to ensure the health, safety and welfare of all the young people on the visit.
- To be clear about their roles and responsibilities whilst taking part in the visit or activity.

Students

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Not take unnecessary risks.
- Follow instructions of the party leader and other members of staff.
- Behave and dress appropriately and responsibly, keeping to any agreed code of conduct.
- Inform members of staff of any significant hazards.
- If abroad, be sensitive to local codes and customs.

Category of visits:

- The category of the visit must be assessed by the Principal / EVC.
- Specific parental consent is not required for Category A visits. These are covered by the generic consent form which is issued and discussed at Annual Review, but a letter should be sent home informing parents/carers that their child is going on a trip and giving them the opportunity to contact the school with any issues.

For Category B and all Category C visits, parents must provide:

- Provide the party leader and EVC with emergency contact number(s).
- Sign an additional, bespoke consent form.
- Give the EVC information about their child's emotional, physiological and physical health which might be relevant to the visit.
- Agree the arrangements for sending a pupil home early and who will meet the cost.

Guidance Notes for off-site Activities and Educational Visits

All group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the City Council's Outdoor Education Adviser – Routeway's.

The Principal / EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. to businesses or for games / matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained from the completion of an UTC School Trip Proposal form (Appendix A)

Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visit (See Appendix B).

Approval of residential, hazardous and overseas educational visits must be given by the Principal and the EVC, and, wherever possible, details placed on the EVOLVE system 4 weeks prior to the date of the visit in order to allow sufficient time for approval by the LA Advisor Routeway's. In circumstances less than 4 weeks, a courtesy call should be made to warn of the late submission.

Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and down time if a residential. (See Appendix C)

Several example risk assessments are available for all types of transport and several frequently needed risk assessments; these can be found on EVOLVE.

External providers may have their own risk assessments that will need to be seen by the group leader and if necessary the group leader can refer to these and the College's example risk assessments, prior to being uploaded onto the EVOLVE system.

A pre-visit may be advisable to support the risk assessment process and should be carried out whenever possible.

If volunteers are being used for the visit, they will need to be fully briefed and a DBS check must be in place if they are used regularly (3 or more times in a 30 day period) and if the visit is residential. Partnership Agreements should be considered where appropriate.

NB. Unless a provider has a Learning Outside the Classroom Award, the existing inclusion of a provider on the EVOLVE system does not guarantee that checks have been carried out and so independent checks may be required. The party leader must be satisfied that the activity provider complies with the AALA licence standards.

Parents will be informed of the type of transport used. When private cars are used, various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the pupils are wearing seat belts.

If the visit is mainly within college hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.

Staff should be informed via the briefing notes, at least one week in advance of the trip.

School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the pupils are taking belongings and the visit is abroad. Parents should be informed of the insurance arrangements.

The supervision ratios need to meet the requirements summarised in the table below, although these are minimum ratios and the group leader must consider the pupils involved, the type of activities, the site and the experience and competency of the supervising adults.

Activity	Qualifications / Staffing	Ratios	Notes
Local visits In the local area, close to support	An experienced group leader Other qualified leaders (numbers as required)	1 adult for every 15-20 pupils	A minimum of one leader is needed for every group or class. They can

at the base

then be supported

<p>Day visits More than 60 miles or one hour from UTC Plymouth</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p>A minimum of two leaders required</p>	<p>Ratio's as above</p>	<p>As above</p>
<p>Residential visit, UK or abroad, and visits abroad</p>	<p>An experienced group leader</p> <p>Other qualified leader(s) (numbers as required)</p> <p>Other responsible adult(s) in support</p> <p>A minimum of two leaders required</p>	<p>1 adult for every 10 pupils</p> <p>These ratios may include the centre/ residential base staff, especially if a partnership agreement is in place.</p>	<p>As above, however it is recommended that the ratio of qualified leader to responsible adult support is low</p> <p>Leaders should reflect the gender of the group.</p> <p>Leaders can be remote, with a nominated person on the trip acting as leader or 'key person'.</p>

When the group leader is not a member of UTC Plymouth staff, but another responsible adult, parents should be informed in writing.

The leaders need to know that in an emergency they should:

- Ensure the pupils are safe.
- Contact the EVC at UTC Plymouth.
- Contact their emergency contact person and give them the details.
- Follow the procedures to be followed in the event of a serious incident. (See Appendix D).

On off-site visits there should ideally be a trained first-aider where no first aiders are provided at the place of visit and a first-aid kit carried. On return from the visit, the group leader should report to the EVC. Completion of an evaluation report on the EVOLVE system is valuable to others.

When students are regularly attending external training providers/off-site organisations, it is good practice to have a Partnership Agreement in place.

Sleeping arrangements

Wherever possible, there should be separate male and female sleeping/bathroom facilities for children and staff.

Wherever possible, staff should supervise the children at night (and remain in gender specific rooms).

A rota should be devised to enable the maximum supervision possible. The on call person should not retire until the children have been settled.

Individual/group needs must be taken into consideration at night e.g. a child may prefer not to sleep in a dormitory setting. Are there any child protection issues?

Sleeping arrangements must reflect the fact that staff have considered the individual needs of and associated risks to children on the activity. Sleeping arrangements must be detailed in the plan and approved by the EVC.

Security arrangements must be implemented at night. Wherever possible, a child should be prevented from absconding.

Appendix E provides a handbook for group leaders and other staff.

UTC PLYMOUTH SCHOOL TRIP PROPOSAL

Proposer:	
Date proposal submitted:	
Department:	

TRIP DETAILS

Venue/destination:						
Date(s) of trip:						
Educational purpose:						
Is cover required? (£120.00 per day)					£	
Travel arrangements: (tick as appropriate)	<input type="checkbox"/>	Minibus	<input type="checkbox"/>	Coach	<input type="checkbox"/>	Other
Extra Staff Required?:						
Total cost :						
Cost per student:					£	
Payment instalment details					£	

No. of students attending:		
Deposit required to be paid by Students?:		£
	Total	£

Approved by Principal:	
Date:	

School Trip Checklist

1. Complete the School Trip Proposal form.
2. Obtain authorisation from the Principal.
3. Provide a copy of the signed form to Admin for a draft Parent letter to be typed.
4. Draft letter with details of the trip and consent form for parents to sign
5. Supply a list of eligible students. This will also prompt the trip to be made available for online payment if applicable.
6. Email all staff (and briefing) what students will be going and on what day and if there are any issues with them missing lessons
7. Work out staffing (plus will you need a minibus driver?)
8. Complete a Risk Assessment.
9. Put the details of the trip, parent letter and Risk Assessment onto Evolve.
10. Return the authorised form to Sarah Beveridge

Appendix B

EXAMPLES OF RISK ASSESSMENTS ARE AVAILABLE FROM Principal/EVC.

STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Place to be visited & potential hazards:

e.g:

- Attractions (activities available, weather conditions etc), visitor centres (pupil ratios, members of the public etc), adventurous activity centre (hazards from water based/adventurous activities etc).

2. List groups of people who are especially at risk from the significant hazards you have identified:

e.g.:

- Pupils
- Support staff
- Students
- Teachers
- Group leaders

3. List existing controls or note where the information may be found:

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

List the hazards and log on action plan

5. Continual monitoring of hazards throughout visit – dynamic risk assessment:

Adapt plans and then assess risks as necessary.

VERSION CONTROL SHEET

POLICY NAME: Offsite Visits and Educational Visits Policy

Policy Prepared by: Julie Rae

Next Review: October 2017

Document date	Filename	Mtg submitted	Summary of changes required
July 2019			Staff changes and review
