

Camelford Primary School

Policy for the Management of Outdoor Education, Visits and Off-Site Activities – Autumn 2024

1. Introduction

- 1.1 This policy covers all off-site visits and activities organised through the school and for which the Trustees, Directors and Headteacher are responsible. The school endorses the Devon County Council /Torbay Council policy document *“Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024”* (OEVOSA) as the basis for the school’s policy for the management of visits and off-site activities.
- 1.2 The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level and, in particular, the specific roles, responsibilities and arrangements that will apply at Camelford Primary School.
- 1.3 This policy also complements and should be read in conjunction with the school’s Health & Safety and Safeguarding policies.

2. Responsibilities of the Headteacher

- 2.1 The Headteacher will:
 - ensure all visits and off-site activities have specific and appropriate educational objectives
 - have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
 - ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
 - ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
 - ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
 - provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
 - ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.

3. Responsibilities of the Educational Visits Co-ordinator

- 3.1 Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Anne Howard (Headteacher)
- 3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).
- 3.3 The functions delegated to the EVC are:

- to be the Headteacher contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to work with the Headteacher, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks dynamically during the activity and make adjustments accordingly.

5. Responsibilities of Additional Members of Staff

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of Pupils

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

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns.

7. Responsibilities of Parents

7.1 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOA.

8. Risk Assessment

8.1 The school is committed to providing a wide variety of outdoor activities and visits design to challenge and develop young people. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently 3 SOP documents for various categories of visits. These are:

- SOP Offsite Visits
- SOP Residential Visits
- ARB Offsite Visits

8.2 These outline the minimum control measures that will apply to all such visits and off-site activities and have been drawn up by the Headteacher, EVC and other Senior Leaders. They will be brought to the attention of anyone undertaking the role of Visit Leader.

8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP document.

- 8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.
- 8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9. Approval of Off-site Activities

- 9.1 The Headteacher/EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.
- 9.2 There are 3 categories of visit:
- Category A:*
Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc
- Category B:*
Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres etc.
- Category C:*
Visits of all types outside the UK
- 9.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- 9.4 The policy of Camelford Primary School is that Category A visits will be uploaded to the Evolve system to allow the EVC and school leaders to monitor the management of off-site visits.

10. Safeguarding

- 10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- 10.2 Arrangements should be in place to enable contact with the school's Designated Safeguarding Lead outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the Visit Leader) in case the safeguarding concern is about the Visit Leader.

11. The Provision of Training and Information

- 11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and

activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Evolve system.

- 11.2 The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher/EVC and records of qualifications will be uploaded to the Evolve system.

12. Action in the Case of Emergency

- 12.1 The Headteacher/EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with establishment policy arrangements. Accidents and incidents will subsequently be reviewed to identify any learning points.

13. Monitoring and Review

- 13.1 School leaders will monitor the application of this policy in operational practice by supporting the Trip Leaders and reviewing their trip plans and paperwork prior to trips going off site.
- 13.2 This policy will be reviewed:
- Every two years
 - After any significant changes to the management of outdoor education locally
 - After any significant changes to the OEVOSA document
 - After a significant incident

14. Submission of Visit Form Timescales

- 14.1 The 'Good to Go' planning guide should be used to prepare for trips and visits.
- 14.2 Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

Category A Day Visits – *2 week*

Category A Residentials – *2 weeks*

Category B Adventurous Day visits – *2 weeks*

Category B Adventurous Residential visits – *3 months*

Category C Overseas visits – 3 months

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Chair of Governors

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Date

.....
Headteacher

.....
Date

Appendix A: Trips and Visits Planning Forms

Camelford CP School Off Site Authorisation Form

1. Prior to making a confirmed booking, this form must be completed and signed by SLT (EVC)	
TRIP:	Date of planned Trip:
	Date of pre-visit:
Class/Pupils :	Teacher/s:
Pupils:	Number of Adults required:
Number of pupils	
SEN/ Medical needs:	
COSTINGS:	MONEYS RAISED:
Cost Per Child:	Amount Charged per child:
Cost Per Adult:	Number of children:
Coach cost:	Number of PP children:
Extra costs:	
TOTAL COST:	TOTAL AMOUNT RAISED:
	(COST and Moneys RAISED MUST BE EQUAL)
Specific risk assessments needed:	
Signed: Lead Teacher of Trip	
Signed: SLT (EVC)	
Notes:	

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Camelford CP School Off Site Planning Guidelines

2. To help you plan your trip safely	
TRIP:	
Date:	
<i>Procedure to Follow</i>	<i>Date completed/Initial</i>
Well Before the Visit • All off site visits must be discussed with EVC and Authorisation form be completed, this will identify risk assessments needed and costs • Consult parents as to whether trip can be viable • Trip must be uploaded onto EVOLVE for EVC and DCC authorisation (at least 2 weeks in advance) • Parents should be informed of local visit • Teacher in charge should visit the site before the visit • Transport arrangements made (Check office for help to organise buses) • Letters and consent forms sent out to parents • Senco must be informed of any children on the SEN register are being taken out of school • Trip must be approved by EVC	
At least 2 weeks before visit • All consent forms to be collected; any outstanding to be chased up	
At least 1 week before the visit • Appropriate risk assessments must be carried out and signed by Lead Teacher and SLT); printed and signed by all adults going on trip • All consent forms must be received • The correct ratio of adults to children must be checked (and all staff informed of changes i.e. office, lunchtime supervisors, other teachers who work with that TA)	
Up to the day before visit • A pre-visit meeting for all adults on visit must be held • A pre-visit talk to pupils must be carried out – expectations/behaviour/risks... • Canteen to be informed regarding any packed lunches needed, or if any late lunches	
Day of visit • Copies of Form 1, 2 and 3 must be left with the office	

• Lead teacher to take all contact numbers (including out of ours numbers), medical details of pupils from register, copies of risk assessments, emergency procedures and the 'Final Good to Go' form off site with them • All asthma inhaler bags to be taken by individual children (teacher is responsible for all children having them) • First aid kit (with emergency inhaler) to be taken by the first aider on visit • All school members of staff to have fluorescent jackets	
NOTES: There are few occasions when the time limit is condensed due to sporting fixtures – only these events will be allowed short notice to parents. Educational visits MUST be planned and prepared well in advanced. Should there not be sufficient and timely paperwork and preparation the visit may not be allowed to go ahead.	

Camelford CP School Final Good to Go Off Site

3. On Day of Trip (copies of 1,2,3 must be left at the office)			
When:	Date of Trip: Departure Time: Expected Return Time:		
Where:	Venue:		
Who:	Pupils Going Off Site:	Adults Attending:	Contact
	Pupils with SEN:	Lead Teacher:	
		Other Adults:	
	Individual pupils not attending:	First Aider:	
How:	Which transport company:		
IF THINGS GO WRONG:			

What might go wrong?			What will you do?	
Initial to indicate you have:				
Trip paperwork left at office	Packed Lunches	First Aid including emergency inhalers	All parent emergency numbers	Risk Assessments (signed & read by all adults)
	Essential Medication	Phone Number of on call SLT	Pupil Medical Forms	Fluorescent Jackets
Signed by Teacher..... Date: Signed by SLT..... Date: 				

Appendix B: Emergency Contact Record Card (School Based)

Emergency Contact Action Card Appendix B

(to be kept at school and used as a record during emergency phone call)

On receiving a call

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?
What help do they require?

What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Contact staff in the following priority order and give them the information you have noted.
4. If you receive a call from the media or a Parent, refer them to a senior manager.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

Headteacher:	Anne Howard 07738599760 Richard Woodland 07736 938677
Local Authority (24 hour number):	01872 320205
WEST:	Richard Woodland 07736 938677

Appendix C:

Action for Establishment Emergency Contact on receiving a call

See Appendix B for information checklist

All emergency contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their contacts/ next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- Contact details for Learning and Directorate as below

In the event of being alerted to an emergency during an off-site visit use the following to guide your actions:

- Stay calm – use the checklist below (Appendix B) to record essential information.
- Consider the actions you need to take and contact the appropriate people.
- Reassure the caller and keep them informed of your actions.
- Record all information you receive and actions you take.
- Delegate tasks as and when possible/appropriate to allow you to manage the situation.

Depending on the circumstances and the support required you will need to consider some or all of the following:

- Inform your own senior colleagues (and Trustees).

- Inform the Local Authority. They will assess the level of response required which may involve deploying the Tactical Coordinating Group to give support to you, the party, and parents/carers.

Emergency Support Team – school/establishment-based

- Establish an Emergency Support Team, which may need to include the following roles (combine if insufficient staff are available):
 - Overall Controller
 - Coordinator with group (consider keeping the same person to always speak to the Visit Leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – making arrangements (e.g. transportation/accommodation) for the group and any travelling team if required
 - Resources – e.g. office space, reception for any visitors (parents/carers, media), refreshments / food – Site Manager, admin support
 - Record/log keeper
- Keep a log of all actions, communications and decisions, including the people involved and times.
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text.
- Liaise with the local authority over liaison with emergency services, media, tour operators, and insurance companies as necessary.
- Carry out the actions required to support the Visit Leadership team.
- Decide if a 'Travelling Team' is needed to provide support at the scene.
- Ensure the security of your site and ensure that access is monitored and controlled (elements of the press may well seek to gain access wherever they can).
- Make arrangements for relatives to be accommodated onsite or nearby, if necessary, while they wait for news.
- Arrange for the return or onwards travel of the party, and/or arrange transport for parents to the scene/hospital
- Control communications and the flow of information to the affected group, parents and other establishment staff (beware of other staff inadvertently starting rumours circulating).
- Control information to the media – use the expertise of the Local Authority communications team and direct all media enquiries to them.
- Make arrangements for meeting the group back from the visit and returning children to parents.
- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the Emergency Support Team as well as those directly involved).

Contacting the Directorate during or outside office hours

Telephone Fire Control **01872 320205**. There is a duty officer 24 hours a day. Indicate clearly:

(a) that it is an emergency on an educational visit.

(b) that you need to speak to the Emergency Management Officer as soon as possible.

(c) where you are, who you are and your telephone number (including direct codes if possible – particularly if you are abroad).

Your message will be passed on and an officer will telephone you as soon as possible. Please remain by the telephone.

PLEASE NOTE – do not speak to the news media under any circumstances other than to refer them to the Communications Officer at County Hall, 01872 322186

