



Educational Visits and Off-Site Activities Policy

Responsibility - EVC	Gill Jackson
Agreed by The Management Committee	March 2018
Training renewal date	March 2020
This policy follows the requirements of	Outdoor Education Advisers' Panel (OEAP) National Guidance. This guidance can be found on the following website http://oeapng.info
Other Policies Related	NEPT (now EPUT) Clinical Risk Management Protocol 2013, Escorting Policy and Protocol Mental Health Act section 17 SACTED Equality Policy HASPEV - https://www.gov.uk/government/publications/health-and-safety-advice-for-schools ECC Driving for Work HSP 9.23
Other Paperwork Attached	Guidance for Schools for Informing ECC in the event of a critical incident Visit Leader Training Record

Educational Visits Policy

1. Authorisation – Legal Responsibilities
2. Types of Visits
3. Risk Assessment
4. Parental Consent
5. Staffing – competence and training
6. Supervision
7. Insurance
8. Emergency Planning
9. Summary checks

Sign-Off system – Flow Diagram

1. Authorisation – Legal Responsibilities

- The Headteacher, or senior member of staff authorised by the Headteacher (e.g. Educational Visits Advisor) will formally approve any educational visit or other off-site activity.
- All off-site activities including visits to Education establishments where the young people are not on roll will follow the **Off-site Activity Protocol** written in conjunction with Lizzie Melless, Modern Matron June 2012.
- The Management Committee will be kept informed and visits will be individually authorised by the Management Committee where this is specified in the school's educational visit policy.
- The EVC will: Ensure educational visits meet the employer's and school's requirements. Support the Head and Management Committee with approval and other decisions. Assess the competence of prospective leaders and staff. Ensure risk assessments meet requirements. Organise training and induction. Ensure parents are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.
- The Visit Leader must be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.
- Transport of students will comply with ECC Driving for Work 9.23, Essex Evolve and NEPT (EPUT) Clinical Risk Protocol.

2. Types of Visits

- All visits to comply with this **Educational Visits Policy**.
- All local visits to be approved by the EVC.
- Adventure activities require County authorisation by the Outdoor Education Advisory Panel. (OEAP).
- This policy must relate to the Codes of Practice in place for such visits : i.e. HASPEV. These and other relevant codes of practice may be viewed on the Guidance, Policy and Documents page of the educational visits website: EVOLVE. All relevant policies can be found using the NG, National Guidance search facility.
- All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at : EVOLVE.

3. Risk Assessment

The St Aubyn Centre is an adolescent mental health establishment. All visits will be Risk Assessed and the Off-site Activity Protocol followed

- A risk assessment is undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' reference will be made to the relevant sections of these documents.
- Use of a 'provider', for example accommodation or adventurous activities. We will contact them and obtain their risk assessments for these elements of our visit.
- One visit approval form may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.

- All staff are encouraged to report any safety concerns they have regarding the conduct of the visit.

4. Parental Consent

For routine local and adventurous activities a consent form is sent to parents on admission. One parental consent form may cover a programme of similar activities over a maximum of one year.

For visits and activities extra to the regular programme, parents will be contacted by letter, email or phone.

5. Staffing – competence and training

- There will be a member of The St Aubyn Centre Education Department in charge as visit leader. He or she oversees the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- All staff will be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio is determined as part of the risk assessment following legal staffing ratios and appropriate supervision arrangements for types of visits taken
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- County policy is followed with regard to DBS checks.
- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.
- See training sheet attached

6. Supervision

- Responsibility for pupils extends for the full duration of the visit, including any period of ‘down time’ when pupils are not engaged in structured activity.
- Direct supervision – pupils remain within sight and/or hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group

7. Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits. No forms of indemnity or ‘insurance waivers’ may be signed without reference to the ECC Legal Service.

We follow the Essex County Council Driving for Work HSP 9.23.

8. Emergency Planning

- Group leaders have a means of making emergency contact with the Visit Leader at all times.
- Group leaders have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
- A list of pupils with medical information, will be held by the visit leader. A copy must also be left at The St Aubyn Centre.

9. Absconsions

If a young person absconds whilst out on an Educational activity the following guidance should be adhered to.

Venues where there is a building with other staff available e.g. Bouncibility, Mersea, Leisureworld, Essex University.

- One member of staff should return into the building with the remaining young people and wait for assistance. Young people to be occupied/distracted by an activity where possible. Request be made that an additional member of the Education Team be sent to escort the rest of the group back to the centre.
- One member of staff to ring the ward, inform them of the absconsion and ask for the police to be called. This member of staff to follow young person and keep them in sight if possible. Staff should not run as this can cause the young person to panic and act impulsively which can be very dangerous. If there is imminent risk of death then any life-saving action should be taken. Member of staff to retain contact with the ward if possible in order that assistance can be gained asap.

Venues where there is no building available e.g. Highwoods, Geocaching.

- One member of staff should take the remaining young people back to the car and, if there are sufficient seats, return them to the centre. In the case of it being a larger group assistance from Education should be sought and the group wait until another vehicle has arrived in order that all young people can be returned to the centre.
- One member of staff to ring the ward, inform them of the absconsion and ask for the police to be called. This member of staff to follow young person and keep them in sight if possible. Staff should not run as this can cause the young person to panic and act impulsively which can be very dangerous. If there is imminent risk of death then any life-saving action should be taken. Member of staff to retain contact with the ward if possible in order that assistance can be gained asap.

Documents

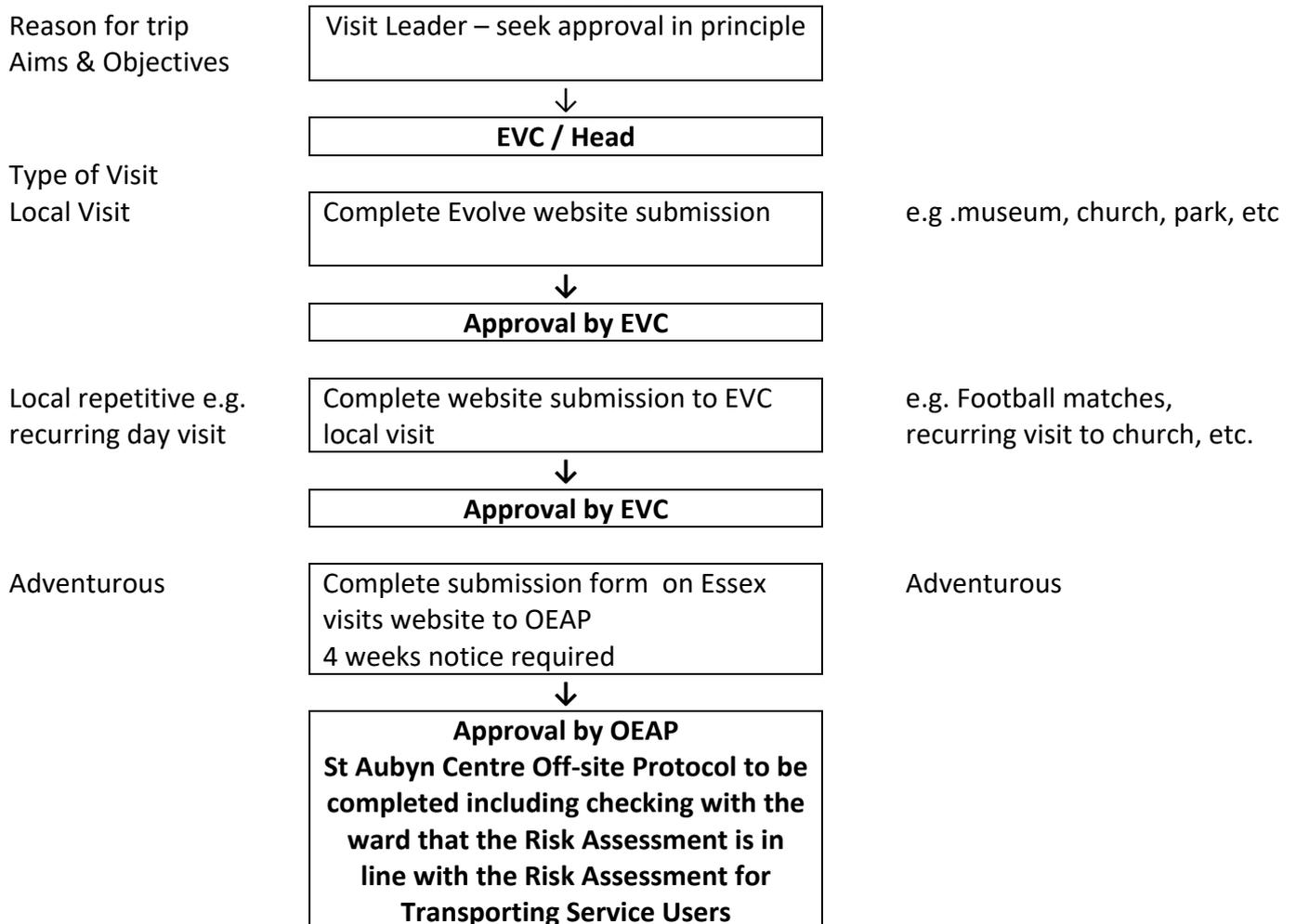
- Parental Consent forms
- Incident / Accident Report forms
- Off-site Activities Protocol and form
- St Aubyn Centre contact numbers
- Emergency Contacts at Essex County Council

Sign-Off system :

Before the Trip

Visit Leader	Aims and Objectives – Where?	
	Approval to proceed	→ EVC / Head
	LA notification or approval - category of visit	→ OEAP or EVC – for local visits
Complete EVC website	Programme inc. Plan B	→ Consent forms etc.
	Provider information	
	Emergency contacts packs – School / LA	
	Preliminary Visit required?	→ Check out Provider
	Transport	→ Check out provider
	Risk Assessment	→ COP & Guidance
	Inclusion Policy	→ SEN Policy
*	The St Aubyn Centre Education Off-site Activities protocol must be followed	Key teacher, Visit leader, Head of Education, Multi-disciplinary Team, Charge nurse

Flow Chart



**The St Aubyn Centre Education Department
Off-site Activities Protocol**

This protocol is to be used for all off-site activities led by Education staff, including trips for individual students to education settings, unless to their own school/college.

- The visit should be entered on the ECC Evolve website for approval at least 24 hours prior to the visit or 4 weeks prior for trips classified as 'adventurous' (refer to policy for further information)
 - All trips with recurring dates MUST be re-entered when the last trip on the list has taken place.
 - The Trip Leader and/or EVC must receive approval from ECC by email before the trip can go ahead.
 - The Education Off-site Activities form should be completed on the day of the trip in accordance with the following instructions.
 - All staff using their own cars should follow the ECC Driving for Work HSP 9.23.
1. Trip Leader to complete trip details on form.
 2. Trip Leader or EVC to sign Off-site Activities form to confirm that ECC approval has been received.
 3. All staff using their own vehicles should indicate on the Off-site Activities form that the interior of their car has been checked for risky items.
 4. Trip Leader and/or Key teachers to agree list of students to be considered for trip.
 5. For each student the Key Teachers to sign to say the Remedy Risk Assessment has been read.
 6. Off-site Activities form is taken to MDT meeting for approval. A signature is required for each student approved for the trip.
 7. Off-site Activities form to be returned to Trip Leader
 8. Off-site Activities form is taken to ward for approval from Charge nurse. Charge nurse to check the Risk Assessment for Transporting Service Users and sign for each student given approval. When the group is confirmed the form is amended to reflect the decisions made.
 9. At the time of departure the Trip leader to collect students from the relevant Ward, noting the clothing worn on form and take them into the reception area.
 10. Member of Education team to photocopy the Off-site Activities form leaving one copy at Reception.
 11. On returning to the centre the Trip Leader to complete the register for each student and take the form to the Education office.
- After returning from the activity the visit is evaluated on EVOLVE.