



**Educational Visits and Off-Site Activities Policy**

Establishment type	PRU
Name of establishment	St Aubyn Centre Therapeutic Education Department
Who is employer	Essex County Council
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	Head of Education/EVC
Date Trained	10/10/18
Policy agreed	12/12/19
Signed off by	Education Management Committee
To be reviewed	December 2021
Other Policies Related	<p>EPUT Clinical Risk Assessment and Safety Management 2019            EPUT Escorting Policy and Protocol</p> <p>Equality Policy</p> <p>ECC Driving for Work</p> <p>Travel by SAC Vehicle Generic Risk Assessment</p> <p>DfE H&amp;S advice on legal duties &amp; powers 2018</p>
Other Paperwork Attached	<p>Critical Incident Procedure Action Plan</p> <p>Off-Site Activity Protocol &amp; Approval and Student List</p>

## 1 Introduction

The Employer / Management Committee has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of the St Aubyn Centre Therapeutic Education Department reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

*THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.) see website link : [www.oeapng.info/](http://www.oeapng.info/)*

The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

**FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

- All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at the St Aubyn Centre Therapeutic Education Department, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work.

## 4 Gaining approval for a trip

### Management Committee

As part of their responsibility for the general conduct for the school, the Management Committee has adopted this policy for the effective and safe management of educational visits.

The Management Committee delegate the Headteacher / EVC the responsibility to approve all visits.

### The Headteacher or EVC

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

- is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

- should ensure the suitability of all staff appointed to the visit.
- should ensure that the visit leader fully understands his/her responsibilities.
- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Adventurous	Yes and formal approval by EVC / Head
Day Visits with transport	Yes and formal approval by EVC / Head
Local Area Visit	Yes and verbal approval by EVC / Head

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

See Section [www.oeapng.info](http://www.oeapng.info) 4.4h-Preliminary-visits-and-provider-assurances

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3 )

## 6 Parental Consent

For local and adventurous activities, a consent form is sent to parents on admission.

OEAP National Guidance Document [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2 )

## 7 Visits and staffing

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

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see [www.oeapng.info](http://www.oeapng.info) 4.3g Risk Management

### Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

## 8 The visit

### 8.1 On the day

Complete Off-site Activities form and ensure the Off-site Activities Protocol is followed.

- take First Aid Kit, inhalers and other medication e.g. epipen

- Ensure suitable clothing/boots are available if required
- Copies of Emergency / Critical Incident cards given to all leaders.

## **8.2 During the visit - 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

## **9. Absconsions**

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

- Staff member to ring the Education Office who will contact the ward and inform them of the absconsion and ask for the police to be called.
- The ward will be given the staff members phone number and asked to call them back after speaking to the police. The ward will also inform parents. Member of staff to retain contact with the ward if possible in order that assistance can be gained asap.
- Staff member 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.
- 2<sup>nd</sup> staff member should take the remaining young people back to the SAC Vehicle. Assistance should be sought from the Education Department and if necessary, the group wait until another member of staff has arrived.
- If only one staff member is present on the trip and a young person absconds, the staff member will stay with the other young people, call the Education Office and wait for assistance to arrive.

## **10 Insurance**

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

#### Indemnity

Please see reference to parental Consent : - OEAP National Guidance Document [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE Document: See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

### Insurance Provision

Copy schedule of School Insurance for off-site visits is in the Health & Safety file.

## 11 Transport

See Travel by St Aubyn Centre Vehicle Risk Assessment & ECC Driving for Work

Also see guidance from OEAP NG -

[www.oeapng.info](http://www.oeapng.info) pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## 12 Emergency / Critical Incident Procedures

See OEAP National Guidance document <http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

## 13 Monitoring and Evaluation

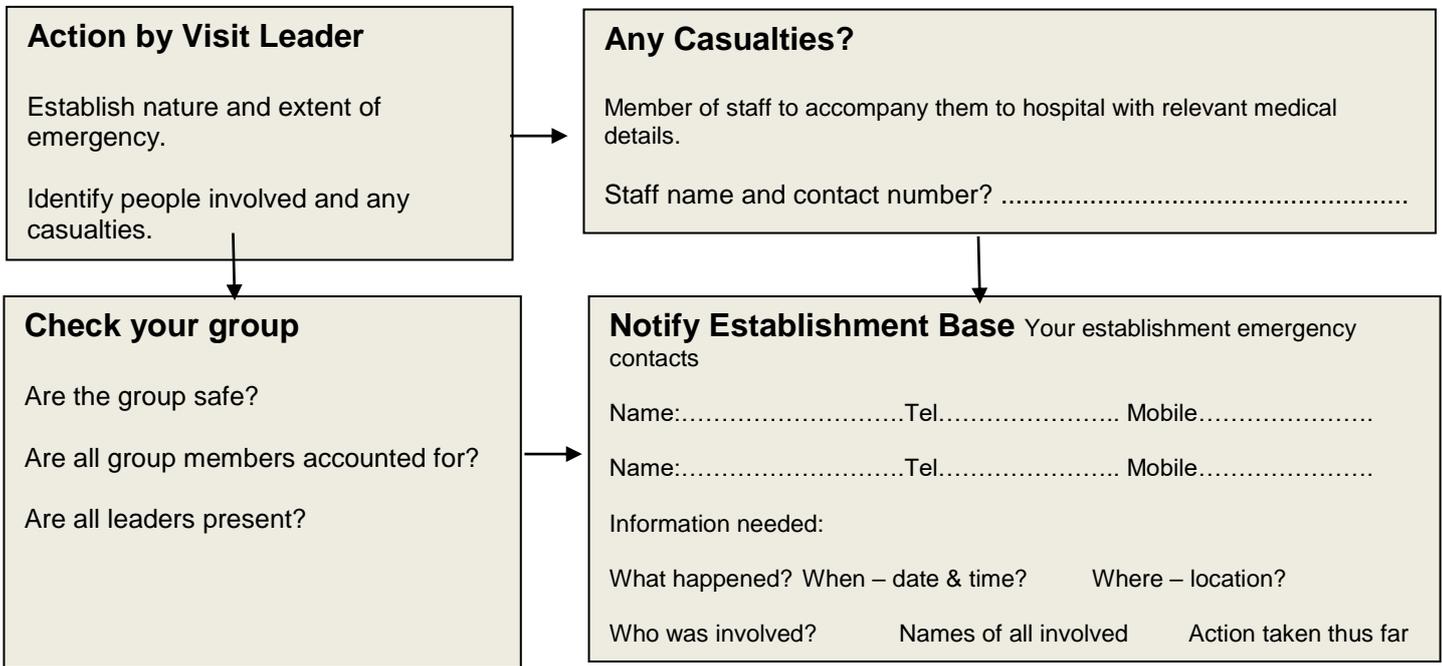
After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

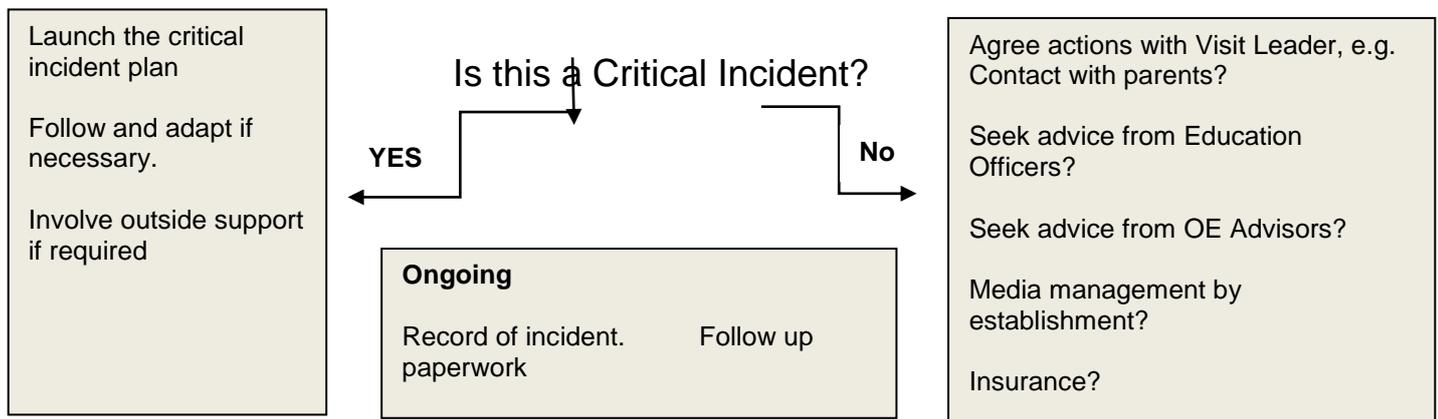
<b>Reviewed:</b>	<b>December 2019</b>
<b>Next revision due:</b>	<b>Spring 2022</b>

## Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



## Action by Establishment



## **St Aubyn Centre Therapeutic 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 or verbal for local visits 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 should follow the ECC Driving for Work HSP 9.23 and the Travel by SAC Vehicle Risk Assessment.
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. Staff should indicate on the Off-site Activities form that the interior of their car or the SAC Vehicle has been checked for risky items.
  4. Trip Leader and/or Key teachers to agree list of students to be considered taking into account section leave and escort checks and to adhere to individual risk assessment for the trip.
  5. For each student, the Key Teachers to sign to say the weekly ward review notes and daily handover notes have 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

## Education Visits and Off-Site Activities – Approval and Student List

Trip to: \_\_\_\_\_

Date: \_\_\_\_\_

Trip Leader: \_\_\_\_\_ SAC Vehicle/Car checked

Time: \_\_\_\_\_

Other Member(s) of Staff: \_\_\_\_\_

Approval email received (Trip Leader or EVC sign): \_\_\_\_\_

Student Name	Notes: Section Leave? Escort? Other checks?	Weekly Ward Review notes & daily Ward handover read by <b>Key Teacher</b> (sign)	MDT meeting approval on day of trip (sign)	Charge Nurse approval on day of trip (sign)	Clothing Description	Register ✓	
						Left unit	Return