



**Snowdon
Village**

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Cabot
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Snowdon Village

Educational Visits & Offsite Activities Plan Policy

Snowdon Village
Date Adopted: 26th January 2021 Cabot Learning
Federation
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Snowdon Village 'Educational Visits/Off-Site Activities' Policy

Snowdon Village Vision and Objectives

Snowdon Village (SV) is a 4-16 academy offering a specialist delivery model for young people who find mainstream provision challenging for a number of reasons. SV provides a personalised, flexible and innovative programme of student, centred on the needs of the individual, enabling them to overcome their barriers to learning, equipping them with the skills for future success and enabling re-integration into full-time mainstream provision or meaningful onward progression. SV delivers this provision in partnership with Cabot Learning Federation (CLF), Bristol City Council (BCC), Parents/Carers, existing schools and other alternative providers and local employers in order to:

- Provide an inspiring and engaging curriculum which motivates students to exceed beyond their expectations.
 - An academic, vocational and technical learning enabling each student to learn and achieve in a style best suited to them.
 - Be an inclusive centre of excellence.
- Enable students to aspire to and achieve meaningful and productive futures, in terms of careers, personal independence and the ability to make a positive contribution to society.

This Educational Visits/Off-site Activities Policy will reflect these objectives.

1. Context

Snowdon Village Academy students will be able to experience a wide range of activities and opportunities both within the curriculum and as enrichment activities. Many of these will be off-site activities and educational visits. These may include; day outings, learning at other sites, residential visits and work experience.

This policy has been developed with regard to the Department for Education (DfE) **Health and Safety: Advice on legal duties and powers, Feb 2014** that replaces previous guidance on health, safety and security in schools, including *Health and Safety; Responsibilities and Powers (2001)* and *Health and Safety of Students on Educational Visits (HASPEV 1998)*. In line with this guidance, and other health and safety legislation including the *Health and Safety at Work Act 1974* and regulations made under that act. This policy has also been developed with regard to the national guidance of the Outdoor Education Advisers Panel (OEAP).

Snowdon Village Academy will follow the approaches in the DfE 2014 guidance that:

- Common sense should be used in assessing and managing the risks of any activities.
- Health and safety measures should help students to experience a wide range of activities safely, not stop such experiences from taking place.
- Health and safety procedures should always be proportionate to the risks of an activity.
- Staff will be given the training they need, so that they can keep themselves and students safe and manage risks effectively.
- It is important that the students learn to understand and manage the risks that are a normal part of life.

2. Authorisation – legal responsibilities

- The Principal must formally approve any educational visit or other off-site activity or clearly delegate the responsibility to the Vice Principal, whose role will include that of the Educational Visits Co-coordinator (EVC).
- The local governing body must approve any trips abroad at least 4 months before the trip is to take place

The EVC must:

- Ensure educational visits meet SV's requirements.
- Support the Principal and governors with approval and provide other relevant information.
- Assess the competence of prospective visit leaders and staff and put in training where appropriate including safeguarding and first aid.

- Organise training for staff in risk assessment and how to effectively take a risk-based approach.
- Ensure risk assessments are carried out, documented and disseminated appropriately.
- Ensure emergency arrangements are documented and disseminated appropriately.
- Ensure parents are informed and necessary consents are in place.
- Keep records of visits, accidents or incident reports.
- Review and monitor practice.

The visit leader must:

- Be approved by the EVC to carry out a visit and be suitably competent and knowledgeable about BFA policies and procedures.
- Implement policy and procedures for the visit, and keep the EVC and relevant others including parents/carers informed on arrangements for the visit.

3. Compliance and approval

- All visits must comply with this policy.
- All local visits, adventure activities and residential trips to be approved by the Vice Principal and/or The Principal.
- Trips abroad require local governing body approval.

4. Risk assessment

All visits must be risk assessed;

- One risk assessment may cover a programme of similar activities that forms a regular part of the curriculum, provided it is reviewed at least annually to ensure that precautions remain suitable and consideration is given to the needs of the individual students on each occasion.
- New activities away from BFA that may involve a higher level of risk will need their own specific risk assessment.
- Activities that involve a higher level of risk but take place on an annual or infrequent basis will require a review and update of an existing assessment.

Requirements for assessments

- A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- The EVC/Principal must ensure that the person assigned with the assessment task understand the risks and is familiar with the activity that is planned.

- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' the relevant sections of these document must be referred to in the risk assessment.
- Where a provider is used for accommodation or adventurous activities, their risk assessments may be used for those elements of the visit that they have direct control over.
- All staff must report any safety concerns they have regarding the conduct of the visit.
- Where a risk assessment is carried out, the significant findings of the assessment must be recorded and accessible.
- All risk assessments to be completed on the appropriate SV documentation.

5. Parental consent

A signed parental consent will be obtained for all BFA trips at the beginning of the year from parents/carers on the consent form attached to this policy. Parents/carers will be told in advance where their child will be at all times and of any extra safety measures required and will be given the opportunity to withdraw their child from any particular academy visit or activity covered by this form.

For all academy trips, parents must be supplied with full information regarding the visit. This will include:

- Venue(s) and travel arrangements.
- Dates and times of departure and return where visits exceed beyond the school day.
- The nature of activities planned (including plan B).
- Kit list.
- Arrangements for supervision.
- Code of conduct or standard of behaviour expected during the visit.
- Financial contribution expected from parents.
- Insurance arrangements.
- Contact system in case of emergency.
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of academy hours.

6. Staffing – competence and training

- The Visit Leader in charge of the visit must be approved as competent to lead the visit by the Vice Principal with EVC responsibility and have received appropriate training.

- The Visit Leader must oversee the selection of students, and the appointment and delegation of responsibilities to other staff.
- All accompanying staff should be assessed for competency and training provided or organised by the Visit Leader.
- A risk-based approach will be taken to staff-pupil ratios, and will be determined as appropriate to the individual visit.
- Overnight trips with students of mixed gender, must have adults of mixed gender.
- Students who would normally have support should have equivalent support on trips.
- Staff may include teachers, specialist support, or other adult volunteers. The Visit Leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- All staff/volunteers on trips should have valid DBS checks, or where this is not the case any adult without a valid DBS will be supervised at all times by another adult with a valid DBS, and under no circumstances will be left alone with a student or group of students.

7. Supervision

- Responsibility for students extends for the full duration of the visit, including any period of 'down time' when students are not engaged in structured activity.
- The Visit Leader must determine when supervision must be 'direct' and when it may be 'remote':
 - Direct supervision – students remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which students they are responsible, and students must know who is in charge of their group.
 - Remote supervision - students are allowed to operate unaccompanied in groups of 4. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.
- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the students and any training they have received.

8. Insurance

- SV insurance will cover all students on education and off-site visits.

9. Equality of opportunity

- Academy educational visits, including field trips and residential trips are an important part of academy life for students. Visit organisers should seek to ensure that any visits do not discriminate against any students.
- When organising a trip, the Visit Leader must make reasonable adjustments to ensure that all students eligible for the trip are able to take part in the trip, for example hiring a coach with wheelchair facilities, or ensuring that venues are wheelchair accessible. Visit leaders may be required to make dynamic risk assessments on the spot which must be recorded on the risk assessment.
- Staffing ratios will be assessed and will be appropriately adjusted to ensure that effective support is in place for students.

10. Emergency planning

- SV will provide 2 mobile phones for the visit and all adults and students will be given these phone numbers. The SV mobile phones will have embedded emergency information, including emergency contact information, insurance and medical assistance numbers.
- Group leaders must have a means of making emergency contact with the Visit Leader at all times and all group leaders should have the Visit Leader's mobile phone number and access to a mobile phone.
- Group leaders must have a mobile phone, as a means of contacting the emergency services if required, plus access to first aid equipment.
- If the visit extends beyond academy opening hours, two emergency home contacts must be identified, normally members of SV leadership team.
- A list of students with parental contact and medical information must be held by the Visit Leader. A copy must also be left at SV reception. Outside academy opening hours, the emergency home contacts must have access to this list.
- The Visit Leader and emergency contacts must be familiar with the business continuity plan that will then take over managing the situation that has arisen.

11. Checklist:

In line with policy:

- Seek approval in principle for the visit from the Vice Principal and governing body, where appropriate.
- Plan and prepare for visit.
- Complete visit submission form.
- Carry out risk assessment and submit for approval.
- Define roles and responsibilities of other staff and students.
- Carry out any training requirements for staff.
- Ensure effective supervision of students and the activities.
- Put in place emergency contact details.

12. Documents required:

- Overall parental consent forms.
- Student details including medical health records.
- Incident / accident report forms.
- Educational visits register – students / staff lists.
- Academy emergency plan.
- Emergency contacts.
- Risk assessments.

Attachments - one-off consent form

Consent form – Snowdon Village visits and other off-site activities

Please sign and date the form below if you are happy for your child, **<name of the child>**:

- a) To take part in academy trips and other activities that take place away from the academy’s premises; and
- b) To be given first aid or urgent medical treatment during any academy trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All off site learning activities
 - All visits (including residential trips) which take place during the holidays or a weekend
 - Adventure activities at any time
 - Off-site sporting activities or fixtures both during and outside of the school day
- The academy will send you information about each trip or activity before it takes place
- You can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity.
- Your child’s personal timetable will highlight any off-site activities.

Written parental consent will not be requested from you for the majority of off-site activities offered by the academy as such activities are part of SV’s curriculum and usually take place during the normal academy day. Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child **<name of child>** suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....

Approved:

Date:.....