Holy Trinity CofE Primary School

Offsite and Out of Hours Policy

Policy Reference:	Holy Trinity CofE Primary School Offsite and Out of Hours Policy
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Completed by:	Head Teacher

Vision Statement

At Holy Trinity we believe that all people are precious and honoured in God's sight. From this belief comes a determination for all within our community to experience life in all its fullness, as promised by Jesus.

We embrace the holistic development for all in our community so that they may flourish academically, emotionally, and spiritually.

All that we do is underpinned by the modelling and promotion of six core values. These are: Justice, Service, Perseverance, Gratitude, Compassion, Courage and build on previous values of Peace, Hope, Friendship, Respect, Honesty and Forgiveness.

We offer a vision of human flourishing for all, one that embraces excellence and academic rigor, but sets them in a wider framework.

Offsite & Out of Hours Education Policy

This policy statement must be read in addition to the Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities

Mission Statement

Holy Trinity C of E Primary School will strive to provide exciting, challenging experiences and high quality teaching and learning within a happy, supportive environment, encouraging children to respect and value themselves, celebrating their achievements and cultural heritage and to develop an independent spirit to move forward.

Philosophy

Quality offsite and out of hours education should provide pupils with the opportunity of enhancing the curriculum, enriching pupil development and provide opportunities to undergo new challenges and experiences, including leisure. The policy supports the Every Child Matters agenda:

- To stay safe
- To be healthy
- To enjoy and achieve
- To achieve economic well being
- To make a positive contribution

The school believes that all activities need to be well planned and follow set procedures. In planning activities, we aim to reduce the element of risk involved to the minimum, recognising however that all offsite and out of hours activities carry some element of risk.

Principles

All staff will acquaint themselves and have due regard to the Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities. This is available on EVOLVE. Staff must follow these guidelines, in particular those aspects which are mandatory. It must be remembered that this policy is to support these guidelines and not to replace them. Both documents need to be consulted.

- All pupils should have access to relevant offsite and out of hours education regardless of age, ability, gender, race or culture but taking into account the individual needs of each child. Staff should tailor trips to all children within their class group.
- Offsite and out of hours education should access pupils to a range of new experiences and environments.
- Offsite and out of hours education should reinforce any curricular activities being undertaken within the school as well as new experiences to enhance the quality of life. Such educational experiences can be useful in delivering pupils individual targets as part of their All About Me.

- Offsite and out of hours education should provide opportunities for pupils to develop their communication skills and encourage pupils to communicate with people outside the school community.
- All pupils should have the opportunity of undertaking a residential offsite activity whilst at Holy Trinity C of E Primary School.

Procedures

The following procedures will reflect the Sandwell guidelines whilst also taking into account the context of the school and its population and ensuring that the procedures are both manageable and stringent, in particular those which are mandatory.

The Governing Body requires notification and approval of **all** offsite activities and is ultimately responsible for the decisions made concerning offsite and out of hours education.

Risk Management.

The Educational Visits Co-ordinator(s) receive training in risk management from the Local Authority.

There is no legal or **Sandwell MBC** requirement to produce a risk assessment in a particular format; but there is a requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Department for Education guidance (2011) states, "a written [risk] assessment is not needed for every activity". To be clear, risks and control measures should always be considered but a written risk assessment is not always necessary. A written risk assessment ***is required*** in the following circumstances:

1. Where a trip or activity involves any component of adventurous activity
2. Where a trip involves an overnight stay
3. Where a trip is taking place wholly or partly overseas

Holy Trinity C of E Primary School will be following the above with regards to Risk Management.

Risk needs to be managed sensibly – we are not expected to be experts at risk assessment but we are experts regarding our children and their needs. Risk management needs to be:

- Reasonably practicable
- Foreseeable
- Suitable and sufficient
- Focusing on significant hazards
- Simple, efficient, cost effective and reflecting good practice
- Promoting a duty of care

When an injury or damage may not be reasonably foreseen it could be deemed an accident; where there is a breach of duty of care, with harm resulting from that failure to exercise reasonable care, this is negligence.

A Risk Assessment must be completed in a thorough manner before any offsite or out of hours activity takes place. This should be completed on the format provided by the school. Consent for the activity to proceed will not be granted without this. All organisers are responsible for ensuring that the risk assessments are completed.

It is appreciated that this task could become onerous and therefore such tasks that occur on a regular basis will need just an initial risk assessment and will only need repeating if anything within the activity changes,

including the children involved. Activities such as swimming and Church Visits would fall into this category.

Sandwell schools and public buildings such as swimming pools have their own risk assessments which should be available to see but must be offered from the establishment not asked by ourselves. If establishments offer or send their own Risk assessment we need to ensure it is up to date before accepting it. THIS IS NOT TO BE USED AS PART OF OUR RISK ASSESSMENTS.

Part of the risk assessment includes details on the children and adults undertaking the activity. It is important that relevant medical and behavioural details are included. For some children there may be a separate risk assessment in place.

What is a Risk Assessment?

A risk assessment is a careful examination of what could cause harm to staff and pupils during an educational activity. The assessment will enable the organiser to decide whether they have taken sufficient precautions or should more be done to prevent harm. There is a valuable checklist for risk assessment and model risk assessment in the Sandwell guidelines.

Types of Risk Assessment

- **Ongoing risk assessments** take place throughout a visit or activity to ensure unforeseen hazards are addressed with health and safety in mind. Any such events need to be recorded on the evaluation form on return from the activity.

- **Specific risk assessments** apply for non-regular offsite and out of hours visits, including residential visits and visits which include an adventurous activity.

In considering the risk assessment the organiser should consider:-

The makeup of the group, including staff: pupil ratios and the competence, experience and qualifications of those supervising the children. A double head count from time to time during the visit needs to be included as a check. If children are visiting a crowded environment, armbands or a label should be used with a contact number and the name of the school, not to include the child's name. For children walking along the street, high visibility jackets must be worn by all the children and staff.

The suitability for the children of the venue to be visited or the activity to be undertaken, including the quality and suitability of available equipment and the hazards and risks involved. The precautions and control measures required in order to minimalise any risks involved.

The likelihood of the risk being realised and the severity of the outcome if this happens.

The location of the venue, the modes of transport used, the qualifications and insurance of the drivers and vehicles and the routes taken.

The time of the day on which the activity will take place along with seasonal weather conditions, weather and timings.

Any risk relating to the presence of members of the public.

The names of those responsible for ensuring the risks are reduced, bearing in mind that all supervising adults should be involved in the risk assessment process.

An alternative itinerary if things do not go as planned 'Plan B', including arrangements if a child or adult has to return back to school or taken home.

In considering the passing of a trip the EVC Coordinator(s) must look at the leader and if they feel they possesses the below qualities in leading a trip: If in any doubt the EVC leader has the sole right in stopping a trip from taking place.

- Competent
- Experience
- Knowledgeable about the group they are taking.
- Good communication skills
- Confident
- Respectful

All staff who want to lead a trip for the first time, must first have been part of a trip including all paper work and have been the deputy of a trip before taking on the role of a leader.

If a qualified teacher is present on a visit they must be the designated leader at all times.

Emergency procedures in the case of a critical incident (see below)

Evaluation of the Visit or Activity

Following the visit or activity a mandatory evaluation form must be completed on EVOLVE. This must include any injuries, unforeseen events, changes of plan and any 'near misses'. Possible outcomes and injuries include:-

- Falling of objects or people
- Collisions

- Cuts, open wounds
- Sprains and strains
- Burns and scalds
- Stings, bites and allergies
- Getting lost

as well as more severe injuries and events such as drowning, head injuries, poisoning and internal injuries.

Control measures to reduce the risk of these include:-

- Experienced and competent leaders
- Separate people from the risk
- Reduce the exposure to the risk
- Apply stricter supervision ratios
- Improve briefings
- Discontinue the activity

We need to remember that sensible risk management is about:-

- Controlling real risks, managing them effectively and responsibly
- Protecting the children without stifling learning and enjoyment
- Balancing benefits and risks – a totally risk free society is not desirable
- Not generating useless mountains of paper
- Not preventing people from providing recreational and learning activities for children where the risks are well managed

Staff not only need to inform school colleagues about outcomes of their visits but also parents through the home school diary or, for example, by a class newsletter.

Category of Activities

The Sandwell guidelines divide educational activities into four categories

Onsite out of hours activities

Offsite non-residential activities, including out of hours activities

Residential activity, UK only, including Sandwell Residential Centres

Visits abroad

Essential Preliminary Consent and Information

Each child's parents or guardians are required to provide essential medical information and consent for local offsite visits using a One Off Consent Form which is completed each September. No child should go offsite or stay in school out of hours unless this form has been completed and returned to school. This form gives consent for visits which DO NOT include an adventurous activity or an overnight stay. A copy should be available for each offsite or out of hours activity and kept with the group at all times.

As a matter of procedure, all out of hours activities are reported to the school's governing body, in advance either as part of the head teacher's report or as a standing item on the agenda. .

Ratios

When planning offsite activities for our pupils, the adopted Sandwell policy states:

- 1 adult for every 5 children in nursery and reception school years
- 1 adult for every 6 children in school years 1 to 2.
- 1 adult for every 10 children in school year 3
- 1 adult for every 15 children in school years 4 to 6.
- Where there is a mixed gender group every effort should be made to ensure male and female staff attend.
- In the instance that a child is in need, two adults must be available to accompany.

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

Category 1 – Onsite Out of Hours Activities

These are curriculum-based activities or after-school clubs which occur on the school premises before or after official school opening and closing times, at weekends and during school holidays.

In the case of the above activities these can only be considered if the following have been completed and forwarded to the EVC for approval through the computerised system EVOLVE:-

- Application for Approval of Onsite Activity Out of Hours

- Risk assessment

- Letter to Parents, Consent Form and Medical Information Form

- Emergency Contact Form

Once the activity has been approved then the following further arrangements should be made:-

- Checklist for Onsite Activity Out of Hours should be used as an aide-memoire by the activity organiser and retained by him / her.

- Ensure staff are trained to administer required medications. Ensure that first aid kits are readily available and a First Aider is on each trip.

- Ensure volunteers working regularly have enhanced criminal background checks. Parents attending a one-off visit must not be left with any children (including their own – school are still responsible for them) and must remain with a designated member of staff. Please note that staff and volunteers must be aged 18 or over. Volunteers **must not** be left in sole charge of an individual or group of pupils. It is the organiser's responsibility to make the volunteer aware of their role and any specific duties, which may apply.

- Work experience students who are under 16 MUST have a completed parental consent form to take part on the visit. They must not be counted as part of your staff to pupil ratio or be in charge of a pupil.

One Copy of signed parental consent forms should be scanned into Evolve and forwarded to the EVC for evidence file.

Following the activity the Evaluation Form should be completed on the Evolve system.

Category 2 - Offsite non residential activities

All offsite activities, whether regular, local or further afield need to be planned well in advance, at least on a half-termly basis. Brief details of the venues and activities to be undertaken need to be provided for the governing body for their approval prior to their taking place. A list will be submitted by the EVC each term for signed approval.

Activities can only be considered if the following have been completed and forwarded to the EVC for approval through the computerised system EVOLVE:-

- Checklist for Offsite Activity Non-Residential should be used as an aide-memoire by the activity organiser and retained by him / her.

- Application for Approval of Offsite Activity Non-Residential

- Risk assessment, including additional risk assessments for individual children

- Letter to Parents, Consent Form, ensuring the child's current address and contact numbers are included on the form.

- Emergency Contact Form.

Once approval has been sought from the EVC the following procedures need to be adhered to:

- Arrange appropriate transport, either contracted vehicle or school minibus. If the school minibus is to be used, it must be checked before hand by the driver with any faults reported to the school minibus driver or the site manager.

- Review medical needs and ensure that appropriate medication is taken on the visit and kept safely. Emergency care plans should also be taken along, as well as copies of the consent forms and emergency contact forms.

- Ensure staff are trained to administer required medications and that a First Aider accompanies the group if at all possible.

- Ensure volunteers working regularly have enhanced criminal background checks. Parents attending a one off visit must not be left with any children (including their own – school are still responsible for them) and must remain with a designated member of staff. Please note that staff and volunteers must be aged 18 or over. Volunteers **must not** be left in sole charge of an individual or group of pupils. It is the organiser's responsibility to make the volunteer aware of their role and any specific duties, which may apply.

- Work experience students who are under 16 **must** have a completed parental consent form to take part on the visit. They must not be counted as part of your staff to pupil ratio or be in charge of a pupil

- Inform kitchen staff and administration staff no later than two weeks prior to the visit if lunch is being cancelled or a packed lunch is required. Ensure all dietary requirements are catered for. Please note

that children in receipt of free school meals should not be charged for meals out.

- A copy of the consent forms of all children on the trip must to be taken, splitting the forms with the correct children on each bus if taking more than one bus. A copy must be left with the Emergency Contact person back at school.

- On the day of the trip if children are away or staff change that is different to your original form completed on Evolve, this new information must be added on Evolve as a note.

- The summary page of Evolve needs to be printed off and taken on the trip, one for each bus taken.

- When returning from trip (and no incidents have occurred) an ORIGINAL PARENTAL CONSENT form (any child) must be given to the EVC.

- All other forms must be shredded including summary sheet and risk assessments as they all contain personal data.

- Following the activity the Evaluation Form should be completed on the Evolve system.

<u>Staff Conduct</u>

The Visit Leader will have the school mobile phone. Staff are permitted to carry on them their own mobile phones when offsite, however, these are to be used only for emergencies and as a means of contacting other staff during the day. Staff should not be using their personal devices to make personal calls or access social media when directly supervising children.

In line with our Safeguarding policies, no photographs of children should be taken on personal devices.

The school no smoking policy applies to all staff and volunteers whilst offsite – this includes vaping.

Residential UK only

This is a visit that requires one or more nights away from home. Applications for approval for visits need to be made in the Autumn Term in time for visits during the Spring and Summer Term. This is so that approval can be sought from the governing body and the local authority in good time. Visits to Sandwell residential centre's do not require local authority approval but advance booking early in the autumn term is advised for Spring and Summer visits.

Activities can only be considered if the following have been completed and forwarded to the EVC for approval through the computerised system EVOLVE:-

- Checklist for Offsite Activity Residential used as an aide-memoire by the activity organiser and retained by him / her.

- Consultation with the EVC, Head Teacher and relevant governor regarding feasibility and educational purpose, of the residential and discussion of pupil staff ratios that are required.

- Application for Approval of Offsite Activity Residential

- Risk assessment, to include:

Additional risk assessments for individual children

Cover for staff sickness or absence prior to departure

Cover for staff sickness during the residential

Vehicle breakdown

Fire drill at the venue

Pupil sickness

Pastoral care information

Handing over responsibilities between school staff and centre staff

“Downtime” – this is when most accidents occur

Emergency contact numbers for the venue for both parents and school

- Letter to Parents, to include details of costs and voluntary contributions, & Specific Consent Form

- Emergency Contact Form

Once the visit has been approved and agreed:-

- Make a provisional booking and write it in the school diary

- A file must be kept of all correspondence to the residential setting and parents, which must be submitted to the EVC for the evidence file.

- Information needs to be sought regarding the facilities and health and safety aspects of the place and activities. If possible the teacher responsible or a member of the party should visit prior to the school visit and gain information via telephone / educational literature etc. in

particular any risk assessments available. The school risk assessment should be amended accordingly.

- Determine the numbers of pupils who are interested in going on the residential, via standard letter, detailing the activity and costs to parents. Check on the costs of the visit. Ensure that all collected monies is accounted and kept locked away each night. All money will be given to the bursar and a receipt will be issued.

- Arrange appropriate transport. If the school minibus is to be used, it must be checked before hand by the school driver or the site manager.

- Staff using their own cars must provide copies of their insurance, detailing their business cover.

- Arrangements need to be arranged and discussed with the Head Teacher/ Deputy/ assistant if not all pupils' form the class group are going on the residential.

- All medical and medication information must be gathered from parents prior to the visit and appropriate trained staff available to administer the medication. Emergency care plans should also be taken along, as well as copies of the consent forms and emergency contact forms. A lockable box is needed in which to store medication.

- For a residential visit, all volunteers must have had an enhanced criminal background checks (criminal background checks can take up to 6 weeks to clear). Volunteers must not be left on their own with pupils. Please note that volunteers must be aged 18 or over. Volunteers will not take the place of paid members of staff and

should not be included as part of the child/staff ratios. Volunteers **must not** be left in sole charge of an individual or group of pupils. It is the organiser's responsibility to make the volunteer aware of their role and any specific duties, which may apply.

- Arrange appropriate insurance through the school and inform parents.

- First Aid – If possible ensure a registered First Aider is part of the staffing ratio. Phone numbers of the nearest hospital and /or doctor must be kept with the organiser at all times and the at least one up to date First Aid box must be available at all times.

- Inform kitchen staff and administration staff no later than four weeks prior to the visit to cancel lunches or request packed lunches. Ensure all dietary requirements are catered for.

- Copies of all documentation to be given to the EVC and kept in the Offsite Education Evidence

MEDICATION

When organising your visit please consider the children within the group that need to take regular medication whilst offsite.

- It is the responsibility of whoever is administering the medication to collect the medical bag on the day of the visit and the correct medication.

Conduct for all offsite activities

Supervision

Staff should ensure that all pupils are well supervised. The level of supervision will depend on the nature of the group and this must be discussed and agreed with the EVC before the activity commences. It is essential that each member of staff is aware of which pupils they are responsible for, prior to the activity. Children of staff are not allowed to accompany them on visits.

On every activity, staff should carry a charged mobile phone number. The mobile number should be left at school in case the group needs to be contacted in an emergency.

It is not permitted for staff to smoke or vape during "on programme" time. During "off programme time" it is permissible for staff to smoke or vape only when: supervision ratios are not impacted by a staff member leaving to smoke; the activity does not occur in sight of pupils, taking place off the premise/ at a significant distance and when the residential provider has agreed that this is acceptable under their policy.

In line with OEAP National Guidance, responsible drinking of alcohol by staff is permissible if there are sufficient staff who are alcohol free to provide effective supervision, including during an emergency. This should only occur during "off programme" time and not in the presence of pupils. A discussion should be had with the Residential provider to ensure this is permissible under their policy.

The use of personal devices and social media

Pupils are not permitted to have a mobile device with them. In the event that a child brings a mobile device, it will be taken in by a member of staff until the end of the visit.

Staff are permitted to carry on them their own mobile phones. These are to be used only for emergencies and as a means of contacting other staff during "on programme" time.

In line with our Safeguarding policies, no photographs of children should be taken on personal devices.

Staff are permitted to use their own devices for personal reasons and to access social media, during "off programme" time. This should not be in the presence of pupils.

Road safety

Some pupils have little or no concept of danger; therefore staff need to be extra vigilant whilst out in the community. High visibility jackets should always be worn by both adults and children when walking along the street.

Minibus

The following must be adhered to before a person is allowed to drive a minibus:

- Drivers must be at least 25 years of age, and have held a full car license for at least 4 years or current PCV license with 2 years recent PCV driving experience.
- Completion of Local Authority Proposal form and copy of current driving license.
- Applicants must have a PCV medical screening test undertaken by the Occupational Health Unit.

- Applicants must undertake an Advanced Driver Institute approved driving test / assessment.
- The driver must have 5 hours supervised driving experience and 15 hours non supervised experience of driving the minibus
- The driver must complete a further 5 hours of driving with passengers accompanied by an experienced minibus driver. During all the driving, a driving logbook must be kept and passed onto Risk Management.
- Any approved driver must **IMMEDIATELY** advise Risk Management or individual insurers in the event of any changed circumstances which may affect the driver's approval status (this includes all accidents, convictions, endorsements, disabilities and pending prosecutions), failure to do so will invalidate approval status.
- Any applicant not approved will be notified of the reason why.

Additional Information for Minibus Drivers

- Minibus drivers are reminded that the seating capacity of the minibus must not be exceeded.

- There should always be at least 2 members of staff (1 of whom can be a volunteer) on the bus whilst escorting children. The escorts must sit in the rear of the bus with the children.

- No pupils are allowed to sit in the front of the bus.

- Appropriate car seats or booster seats / cushions should be used for all children.

- Staff should ensure that all the necessary information regarding the bus and AA is with them whilst travelling.

- All pupils and adults must wear their seat belts. For some pupils a harness may be more appropriate.

Minibus Vehicle Checks

The vehicles must have a current minibus permit and local authority roadworthiness test certificate.

It is the driver's responsibility to ensure that the bus is in a safe condition to drive and has sufficient petrol

All doors should be unlocked whilst the bus is been driven. Emergency exits should be clear all times.

The minibus should always have an up to date First Aid Kit. This should be checked before going out and missing items reported to the First Aiders in school.

All minibuses should have a fire extinguisher clearly marked with the appropriate British Standards Institution specification number and be in efficient working order. The extinguisher should be readily available at all times. Inspection of the extinguisher should be made regularly by the driver and at least once a year by the health and safety representative. Staff accompanying children must know how to use the equipment.

Private Hire

It is the organiser's responsibility to ensure that hired vehicles are from a reputable company, preferably one that is already used by the local authority. Operators should hold a public service vehicle operator's license. Seat belts should be available and appropriate access for children using wheelchairs.

Public Transport

It is the organiser's responsibility to ensure that the transport meets the needs of the children on the visit. Consideration needs to be given to supervision whilst on the transport as well as assistance for getting on and off the vehicle. Further consideration needs to take place with regards to the group having to split between buses/carriages etc.

Private Cars

Use of staff's private cars for school business unless should be agreed with a senior manager of the school and parental permission MUST be obtained. Children must not sit in the front seat and seatbelts must be worn in the rear of the vehicle. Appropriate car seats or booster seats / cushions should be used.

Private cars belonging to parents or volunteers should not be used to transport children on offsite visits, even their own.

The school accepts no responsibility for parking tickets received when on school business but car park charges will be reimbursed.

Drivers of private cars must hold a valid driving license and insurance cover for business use. A copy of the insurance certificate must be submitted to the EVC before using a private car for school business.

It is the driver's responsibility to ensure that the vehicle is taxed and in a roadworthy condition. The school accepts no responsibility for vehicle breakdown or repairs.

Emergency Procedures

In the event of an emergency the organiser of the offsite activity must adhere to the following:

- Contact the emergency services, if appropriate.
- Ensure the safety of all the group and obtaining medical attention if required.
- Contact either the head teacher or other member of senior management staff and the EVC. If the group are on a residential visit or an out of hours offsite visit, the organiser should always have the home contact number of these members of staff.
- Details of the emergency should be given along with a contact number of the organiser.
- Staff should give the head teacher and EVC up to date information regarding the emergency, details of injuries, names and addresses of the hospitals and location of the incident.

The Head Teacher – EVC Coordinator will then:

- When appropriate contact the local authority: **In Office Hours**:

+44(0)121 569 3983 or

+44(0)7810 155445 or

+44(0)7817 162186 or

+44(0)7831 639449.

Outside of Office Hours please call +44(0)121 569 6800 and ask for the Duty Emergency Officer. If this number is not answered please call +44(0)121 569 6802 or 6804 or 6817.

- Contact the chair of governors, the local authority, parents and insurers.
- Write down details of the incident accurately and as soon as possible after the incident, including details of any witnesses.
- Completion of a health and safety report form.
- In the event of trauma, organise support for staff, parents or children.

In the case of a major incident, on no account should staff discuss the situation with any other person.