



Loughton School

Guidance Notes for Off-site Visits and Outside Learning

Introduction

The guidelines Off-Site Visits and Outside Learning must be read in conjunction with Milton Keynes Council 'Guidance for Off-Site Visits and Related Activities with National Guidance and Evolve'.

The governing body will ensure that a senior member of staff will act as an 'Educational Visits Co-ordinator' (EVC) and receive and regularly update their training to perform this role. The EVC will follow the Milton Keynes Council 'Guidance for Off-Site Visits and Related Activities with National Guidance and Evolve' and refer to the National Guidance for the Management of outdoor learning, off-site visits and learning outside the classroom. (www.oeapng.info)

Approval and notification of activities and visits

As an academy the governing body of Loughton School is responsible for formal authorisation of off-site visits and outside learning activities.

The Happy and Caring Environment Committee Chair will be informed in advance and approve off-site visits/trips

Under this policy governors will be made aware of the following levels of visits/trips:

Level 1: These are visits which last up to one day and:

- Do not involve an overnight stay
- Do not involve adventurous activities (see Appendix 3)
- Are within the UK

Level 2: These are visits which include one or more of the following:

- An overnight residential experience
- A visit abroad (including day trips)
- Involve adventurous activities (see Appendix 3)

Effective supervision on visits

Staffing arrangements for off-site visits must be sufficient to facilitate safe and effective supervision of children and young people. Effective supervision should be determined by risk assessment which includes proper consideration of:

- The age and gender (including the developmental age) of the children and young people to be supervised
- The ability of the children and young people, including their behavioural, medical, emotional and educational needs

- The nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing environmental conditions)
- Staff competence

Whilst staffing ratios for visits will vary according to these aspects, the following supervisory ratio, is

1 adult for every 10-15 children in school years 3 to 6

For Level 2 activities, i.e. visits abroad or residential visits, these guidelines recommends the following ratios:

- 1 teacher for every 15 children with 1 adult for every 10 children
- at least one male and female adult for mixed groups
- an appropriate number of group supervisors on night standby duty

A teacher should always be nominated party leader for any visit out of school with a nominated deputy where appropriate. It is the school's policy to have a member of Senior Management Team on a residential trip and a member of staff in the party who has had experience of the trip.

All adults having a direct supervisory role for children should have been cleared through the police screening procedure except when accompanying adults are always under direct surveillance of staff. Where residential visits occur, all accompanying adults must have an enhanced DBS check. (See DBS Policy)

Hazardous activities

In the event of any activities being considered of a potentially hazardous nature, the party leader will inform the Head teacher who will liaise fully with the Governors.

Information to Parents and Guardians

All parents/guardians will be informed in advance of arrangements for visits and journeys and their written consent will be obtained. Parents will receive a simple consent form before any visit or journey along with the details of the journey, itinerary and arrival and departure times: if a residential visit takes place, then parents will also receive the following information:

1. Address and telephone number of accommodation
2. Names of supervisors
3. The nature of the insurance cover for the visit/journey
4. Financial arrangements
5. The standards and expectations required of the party.
6. In addition, a parents' evening will be organised to finalise details and information on the trip.

First Aid

A first aid pack will be taken on all journeys and a qualified First Aider will accompany the group.

Insurance

The existing School Insurance Policies cover all employees, temporary employees, parent helpers and persons undergoing work experience or training.

Motor Vehicles

If coaches are hired the seating must be on a 1 : 1 basis.

Use of private vehicles by employees and volunteers for an official journey is covered in our School Insurance Policy.

Staff and Volunteer Helpers Code of Conduct for Visits

- Adults are expected to comply with the school's code of dress. Appropriate clothing for the time of year will be advised.
- No drugs (except prescription) are allowed on any visits.
- Adults are expected to act in 'loco parentis'
- Adults are expected to use language that is appropriate for the age of the child
- All staff members are expected to set the highest standards
- All venues are assessed for suitability by the Senior Management Team
- There is no "off duty" time on school visits
- Consumption of alcohol is permitted but must be reasonable and not impair judgement and ability to act in 'loco parentis'. If staff are required to drive, no alcohol consumption is allowed.
- All volunteers will be asked to read our Safeguarding and Confidentiality Policies and sign the 'GUIDANCE FOR PARENTS & VISITORS WORKING WITH CHILDREN' (see Confidentiality Policy)

Volunteer Helpers Guidance for Visits

Trip Leaders will ensure that all volunteer helpers are aware of the above code of conduct and ensure the following:

- All volunteers are briefed prior to the visit on organisational issues, as well as learning intentions:
- Volunteers are aware of their responsibilities in managing a small group of children;
- Volunteers will be given a written list of children in their group, including behaviour or medical concerns;
- The need to be fully aware of the whereabouts of each child under their care;
- The need for a class teacher or teaching assistant or DBS checked volunteer to accompany children to the toilet;
- Volunteers are aware and know the first aider available on every school trip in case of any medical need or emergency;
- If a child presents with challenging behaviour always refer the child immediately to the class teacher/trip leader;
- As we are a non-smoking school at no time during the journey, or the visit, will you be permitted to smoke.

Loughton School acknowledges the support and thanks Milton Keynes Council for allowing the use of their policy 'Guidance for Off-Site Visits and Related Activities with National Guidance.