

Anchorsholme Academy



Outside The Classroom Policy

Introduction

The purpose of this Outside the Classroom policy is to ensure that every trip made by Anchorsholme Academy brings together the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and also within personal and social development.

Off-site visits are activities arranged by or on behalf of the Anchorsholme Academy, which take place outside the school grounds. This policy includes all off site activities, visits and school trips, from short visits to other schools to undertake sports fixtures to residential trips outside the UK. All off-site activities must serve an educational purpose, enhancing and enriching pupils learning experiences. This policy has been created to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks to the health and safety of pupils are managed and kept to a minimum at all times. Within these limits, Anchorsholme Academy will seek to make all visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

Educational visits that are well planned and executed provide our children with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for our children enables them to achieve a fuller understanding of the world around them.

All staff leading a trip away from the School site must make the safety and welfare of the pupils the priority.

If you have any questions please contact the Educational Visits Co-ordinator (EVC) or the Head Teacher.

Aims

Through Learning Outside the Classroom, Anchorsholme Academy aims to:

- Enhance curricular and recreational opportunities for children.
- Develop the child's knowledge, skills and understanding of the wider world outside school and home.
- Highlight links between various areas of the curriculum and to put into practice skills learnt in the classroom.
- Promote independence of children as learners and enable them to develop in new learning environments.
- Develop children's confidence in unfamiliar situations.
- Expand children's ability to work with a group, to follow instructions and to complete tasks in co-operation with others.
- Ensure that children learn the importance of considering the feelings and needs of others.

Roles and Responsibilities

Head Teacher

The Head Teacher must manage and maintain the policy for educational visits on behalf of the Governing Body. This policy requires all educational visits have a clear and appropriate purpose and that they are properly organised. It must also specify those categories of visit which may need to be reported at the planning stage to the LA.

The Head Teacher will ensure that:

- All necessary actions have been completed before visit begins.
- They have selected a suitable visit leader.
- The visit leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively if there is a problem.
- The visit leader has relevant skills, qualifications and experience of acting as an instructor and knows the location of the visit.
- The risk assessment is complete and that it is safe to make the visit.
- All other adults (parents) on the visit are appropriate people to supervise the children and have appropriate clearance (CRB 99).
- Be aware and to take into account the implications for non-returnable deposits.
- There is adequate and relevant insurance cover.

Educational Visits Co-ordinator

The Educational Visit Co-ordinator should be trained in accordance with the employer requirements, experienced in the management of groups involved in Outdoor Learning and Learning Outside the Classroom, be a member of staff with the status to effect and change and be the focus of good practice.

The Educational Visits Co-ordinator will ensure that:

- The educational visits meet the employers and schools requirements.
- They support the Head Teacher and Governors approval and other decisions.
- They assess the competence of prospective leaders and staff. Challenge and question the value and purpose of the visit and provide guidance to staff.
- Risk assessments meet the requirements.
- Keep a record of visits, accidents or incident reports.
- Arrangements have been made for all the medical needs and special education needs of all the children.
- They have a contact name, address and phone number of the venue where the trip is taking place.
- They have all the names of the adults and children in the travelling group.
- They have all the contact details of parents and the staff's and volunteers next of kin.

Teaching Staff

The teaching staff are responsible for the preliminary planning of trips and any plans must be discussed with the Head Teacher at an early stage. The EVC checks the planning, giving guidance and support where needed. The head Teacher has overall responsibility for safety of pupils and staff, therefore giving overall approval for every visit. Please make sure that the EVC forms are submitted 4 to 6 weeks in advance.

Visit Leader

The visit leader is a teacher who has overall responsibility for supervision and conduct of the visit. This includes direct responsibility for the pupil's health, safety and welfare and must be approved by the Head Teacher.

The visit leader will be able to:

- Control and lead pupils of the relevant age.
- Undertake and complete the planning and preparation of the visit including the briefing of group member and parents.
- Ensure that all consent slips have been collected.
- Undertake and complete a risk assessment in proportion to the nature of the visit.
- Or to read and understand the risk assessment form provided by the establishment to be visited.
- Observe the guidance set out for teachers and other adults.
- Ensure that children understand the rules and responsibilities of the visit.
- Complete an online Risk Assessment (www.blackpoolvisits.org).
- Consider stopping the visit or the activity if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Teachers and other adults involved in a visit:

Teachers on a school led visit will act in the course of their normal employment during their normal hours. They will be acting under an agreement with the Head Teacher if some of their time on the visit fall outside normal hours.

Non teachers (other adults) should generally not have sole charge of children except where risks to health and safety are minimal. All adults must have an up to date enhanced CRB check.

Teacher and other adults on the visit must:

- Do their best to ensure health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow instructions of the leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Responsibilities of pupils:

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

The visit leader/teacher should make it clear to pupils that they must:

- Follow the school code of behaviour.
- Not to take any unnecessary risks.
- Follow instructions of the leader and other adults.
- Behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader/teacher about it.

Inclusion

Educational visit should fulfil the needs of all children; therefore the Head Teacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Participation

Children should be assessed to ensure that they are capable of undertaking the proposed activity. During the visit they should not be made to do an activity they fear. Pupils whose behaviour is such that the visit leader is concerned for their, or others safety, should be withdrawn from the activity. On a residential visit, the visit lead and Head Teacher should consider whether such pupils will return home early.

School Trips

Day Visits

School trips cover those visits departing and returning on the same day and does not involve high risk, water or adventurous activities.

Planning of the visit should happen as follows:

1. Be clear about the purpose of any visit and ensure there are specific learning objectives.
2. Obtain permission for the visit from the Head Teacher before approaching any other member of staff.
3. Check the school diary that the date is available.
4. A letter should be sent to parents with the information about the visit including times of departure and return to school, requirements for lunch and whether anything specific needs to be brought along. Consent is not needed for local, low risk trips in school time, but it is always considerate to inform the parents via letter.
5. Careful consideration must be given to the completion of the Evolve system and risk assessments. Generic risk assessments are available on the computer, but you should review these to take into account the time of year, specific behaviour issues etc. The Evolve form should be completed 4 weeks in advance if possible. If you are struggling it must be completed 2 weeks before the visit date. Please be aware that the EVC could send back your form with corrections to make.
6. Supervision should be arranged with ratios determined following the risk assessment.
7. Packed lunches and the cancelation of dinners should be arranged with the head cook at least 2 weeks in advance prior to the visit date.
8. First Aid kits are available in every classroom and a spare First Aid Kit is kept in the print room. Please make sure these are equipped well for all kinds of visits and these must be taken on all visits. The Visit Leader is responsible for ensuring First Aid Provision is adequate on the visit.
9. You must arrange a base contact to be on hand to deal with urgent messages. The contact person must be provided with a list of pupils, medical conditions and emergency contact details. Plus a final signed off Evolve form.
10. After the trip the evaluation form should be filled in highlighting any concerns about the venue or individual pupils. Serious concerns should be taken to the head Teacher.
11. Pupils should be in uniform unless inappropriate to do so.

Residential. Evening, Weekend, Overseas and Adventurous Activities:

Opportunities to stay away from School overnight or for longer periods offer the opportunity for increased learning in many curriculum areas. Residential trips will take place both within the UK and abroad. All of these trips should be inclusive to all pupils, regardless of disabilities.

- Where both boys and girls are taking part in a residential trip, there should be at least one male and one female adult accompanying the group.
- There must be separate male and female sleeping and bathroom facilities for the pupils and adults.
- Pupils must be aware of how to contact an adult during the night.
- The group members must be made aware of the fire drill for their accommodation.

These visits are more complex and, as such, require approval from the Local Authority.

1. Be clear about the purpose of any visit and ensure there are specific learning objectives.
2. Obtain permission for the visit from the Head Teacher before approaching any other member of staff.
3. A letter should then be sent to parents with information about the visit including times of departure and return to school, any cost involved, requirements for lunch and other meals. It is essential that the EVC is consulted before any information to parents is distributed.
4. An information meeting should be arranged as appropriate.
5. After parents have requested a place for their child, a letter should be sent to parents giving further details as necessary. Also parents **MUST** be informed of cancellation requirements.
6. Two base contacts must be allocated for this visit. The contact person must be provided with a list of pupils, medical conditions, GP surgery information and emergency contact details (including name of Next of Kin, address and contact details) and must agree to be contactable via telephone on the day of the return journey. **THE CONTACT PERSON'S TELEPHONE NUMBER NEEDS TO BE GIVEN TO ALL PARENTS OF THE CHILDREN ON THE VISIT.** Parents must be informed that they can telephone the contact person in the event of an emergency, or to check on arrival times.
7. In case of accident or illness the contact person must be informed. The contact person will then inform the Head Teacher.
8. In the event of a child being hospitalised, the party leader should contact the base contact who will ensure that parents are made aware of the situation at the earliest opportunity and make them aware of arrival times. The group leader should ensure that the injured child is delivered into the parent care,
9. Careful consideration must be given to the completion of the relevant paper work. An Evolve system log and risk assessment should be completed. If you are to use the generic risk management plan, please ensure that you are familiar with all the control measures that are in place adding any that are relevant risks relating specifically to your trip. Please speak to your EVC about the risk assessment before the visit and gain any information about young people you are not familiar with from the relevant teacher. **THE RELEVANT PAPERWORK MUST BE READY AND SENT TO THE EVC FOR APPROVAL 6 WEEKS BEFORE THE VISIT DEPARTS AS THE LOCAL AUTHORITY'S PERMISSION IS REQUIRED.**
10. Full Comprehensive cover must be taken out on all overseas visits. This is usually provided by the travel company but this must be checked. The Local Authority will look to see the insurance is appropriate before visits are approved. The school has its own school insurance policy that must be consulted before travel to ensure that the cover is appropriate.
11. On all high risk activities i.e. climbing evidence must be seen for the instructor's qualifications.
12. During extended visits a member of the accompanying staff **MUST** be qualified in first aid.
13. A copy of **ALL** paperwork must be given to the EVC and contact person.

Risk Management

The Risk Management process is vital to the safety of young people and staff on any educational visit.

For every trip a Risk Management plan must be complete which highlights all foreseen risks that may reasonably happen during a visit. A series of example Risk Management plans are available on Evolve to be used as a basis for each visit. These need to be reviewed in the context of individual circumstances e.g. staff experience, the environment and the cohort etc.

It is not sufficient to use the risk assessment provided by a venue e.g. a museum. You will need one to cover transport and you should also add an additional risk element to cover briefing the children appropriately on their behaviour.

Consideration must also be given to supervision as this may differ depending on the staff, activity, group, environment and distance from the school.

Members of staff, parents/guardians and volunteer helpers must understand their roles and responsibilities at all times.

Group leaders retain responsibility for their children at all times. On residential visits the responsibility is around the clock. A deputy leader should be appointed on all visits.

When coaches are used to teach specified activities, the responsibility and pastoral care of the children remains with the group leader. It is the group leader that **MUST** ensure that all instructors are suitably qualified to lead activities they lead.

Supervisors should be made aware of pupils who may require closer supervision such as those with special needs and discipline problems. Consultation with the SENCO on this matter is essential. It is often the case that a SSA or other support staff will be required to provide adequate support for this young person.

Communication

It is important that the group is in contact with the school, although this may not always be possible due to activities in areas where there is no mobile phone coverage.

Visit Leaders should be in contact with the school office if they are not going to be back at school by their expected time. The office will update parents via text as appropriate. If no contact has been made 20 mins after the due time, the office will call the Visit Leader. If they are unable to make contact, then the Head Teacher should be contacted immediately.

All teaching staff must have their mobiles on them during a school trip. The office must have up to date numbers of all teaching staff.

Emergency Procedures

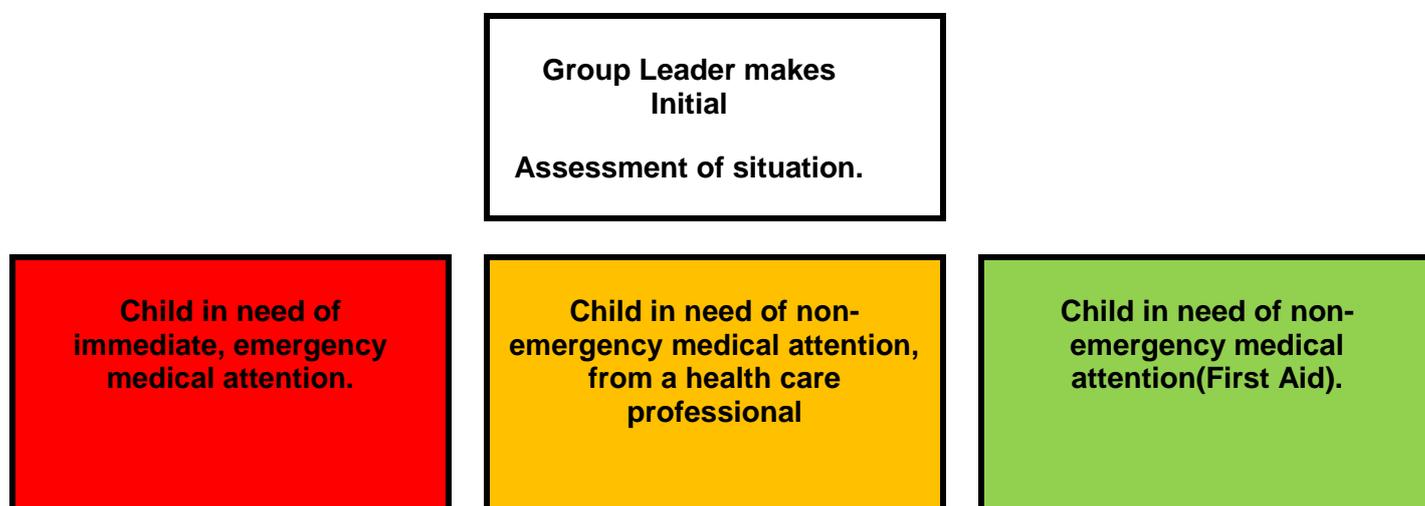
In the event of an accident, the group leader retains the legal duty of care and should take charge of any incident until relieved by police, doctor, and ambulance crew or rescue team. Their priorities are to:

- Ensure their own safety
- Ensure safety of the group
- Attend to any casualties
- Send for help

The base contact(s) should be informed of the incident as soon as possible once the safety of the group has been established and any casualties dealt with. To ensure that as much information as possible is passed to the base contact and to assist with the recording of the incident the Group Leader Action Card should be completed at the earliest possible opportunity, preferably before contacting the base contact who will hold a corresponding Action Card. All parties involved should record their actions on a log sheet.

Details of the incident should be passed on to the Head Teacher who will inform the governors and Director of Children's Services. If assistance is required from the Local Authority out of school hours, this can be arranged by phoning the Council's 24 hour emergency helpline on 01253 477600.

In the event of a medical emergency situation on an educational visit the following procedure should be applied. The Group Leader should have made all members of staff aware of their roles in this case.



Red Procedure

Red procedure is used when the participant is in need of immediate emergency attention.

1. Phone Emergency services using mobile phone or nearest available phone.
2. As soon as possible the school emergency contact should be informed of what has happened. Who will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the group leader.
3. A member of staff **MUST** go with the emergency services to hospital until the parents and guardians arrive.
4. A full report must be made and the incident will be evaluated to ensure safety measures and risk assessments were appropriate.

Amber Procedure.

Amber procedure is used when a participant is in need of non-emergency medical attention.

1. Deputy group leader should then ensure that the rest of the participants are safe and cared for.
2. The group leader should assess the severity of the complaint and decide on a course of action.
3. Group leader should check that the medical information given to ensure medication etc is accessible.
4. If first aid attention is required this should be done by the person with responsibility for this area on the visit.
5. The school contact should then be contacted should any participant need treatment from a doctor or any other health care professional.
6. The school contact will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the group leader.
7. Should hospital treatment be required a member of staff **MUST** go with the emergency services to hospital until the parents and guardians arrive.
8. If the participant is to be taken to hospital via a car, the driver must ensure that they have the appropriate insurance cover.
9. A full report must be made and the incident will be evaluated to ensure safety.

Green Procedure

The green procedure is used when participants have minor injuries or complaints that do not need medical attention.

1. The group leader should assess the severity of the complaint and decide on a course of action.
2. If no Medical attention is needed the Person with responsibility for first aid may treat the injury as they see fit.
3. The incident should be reported on return to school via an evaluation form.
4. A letter outlining that the participant has received first aid treatment should be given to parents.
5. In incidents that involve head injuries, contact with parents should be made before they are released back into their care.