

# BUCKLAND PRIMARY SCHOOL

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## SCHOOL JOURNEYS/TRIPS POLICY

(SCC MODEL POLICY FOR OUTDOOR EDUCATION AND OFF-SITE EDUCATIONAL VISITS)

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# BUCKLAND PRIMARY SCHOOL

## SCHOOL JOURNEYS/TRIPS POLICY MODEL

### 1. Introduction

1.1 Buckland Primary School provides many opportunities for its pupils to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. We believe that off-site educational experiences make a vital contribution to the enjoyment, achievement, motivation and well being of our pupils. They support and develop children in many ways, including:

- broadening horizons
- experiencing new cultures
- bringing the curriculum alive
- raising self-esteem
- raising aspirations
- developing a sense of responsibility and co-operation
- developing creativity and risk taking
- developing a sense of citizenship
- enhancing relationships
- team building
- developing independence and confidence

1.2 The value of off-site educational visits is well recognised by the Governing bodies and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications: *Health and Safety Advice for Schools*. Departmental advice on health and safety covering activities that take place on or off school premises, including school trips.

### 2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site residential visits need to be monitored by the Governing Body. Such monitoring is the responsibility of the Resources Committee.

2.2 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

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2.3 The Head Teacher or Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. They will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Criminal Records Bureau disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations, where deemed appropriate.

2.4 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC, Head Teacher or AHT.

This will take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. Pupils and adults will be fully briefed on the purpose and procedures to ensure risk is minimal.

### **3 Guidance Notes for Off-Site Educational Visits**

To ensure proper good practice and compliance with the necessary regulations it is expected that:

3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>. Training for group leaders will be arranged where necessary to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

3.2 In order to plan an off-site activity the HT, AHT or EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

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- 3.3 Parental Consent: This must be available in the School Office for any planned off-site activity for all participants. Telephone consent may, in exceptional circumstances, be acceptable. This should be logged.
- 3.4 Evaluation: A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.
- 3.5 Risk Assessment forms should be completed and logged with the HT or EVC. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required.