

HEALTH AND SAFETY FOR EDUCATIONAL VISITS AND OUTDOOR LEARNING

(Part of St. Leonard's C.E. Primary School Health and Safety Policy)



This school believes that outdoor education and offsite activities have a positive impact on raising standards; being a valuable and important part of the learning process for all ages.

- All visits must have an identifiable benefit for the participants and must be led by a competent group leader and accompanying adults.
- All those involved in the organisation and running of educational visits comply with National, Local Authority, and the school's guidelines on the health and safety of participants on educational visits.

The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.

It is the responsibility of all staff to ensure that the risk and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

St. Leonard's C.E. Primary School will:

- Appoint at least two trained Educational Visits Coordinators who will ensure that visits follow National, Local Authority, and the school's guidelines and that the group leader and accompanying adults are suitably competent to run the visit. The following members of staff have up to date EVC training- Sarah Moon (Deputy Head Teacher and EVC Co-ordinator) Rebecca Hobbs (Class Teacher) Kevin Keane (Breakfast/After School Club Supervisor) Ensure that the above (or their replacements) have refresher training every three years.
- Develop and implement procedures to monitor all educational visits
- Comply with Oxfordshire's system for approving Category A and B visits (using the correct notification form)
- Regularly review rolling programme for educational visits
- Develop and implement a procedure for dealing with emergency situations, including having a named home base contact for each visit and a home based emergency plan.
- Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.
- Ensure there is additional insurance for all residential visits that are not based in Oxfordshire's centres (these are automatically insured within the cost per head)

During the planning of a visit the Group Leader will:

- Ensure Emergency Procedures are read and a copy taken by all staff involved with the visit
- Ensure the needs of all pupils are taken into account when planning the visit, venue and the transport arrangements
- Ensure the visit is planned and risk assessed, including an exploratory visit whenever possible

- Ensure that a risk assessment is completed for any pupil participating who has behaviour problems. If the particular pupil is then considered to be a risk to the rest of the group or themselves then a decision will be made by the EVC and Head teacher(s) to exclude him/her from the visit. The pupil and parents/carers will then be informed.
- Administer medicines on residential visits providing that the medicine is in its named original container, in date, and with clear instructions. There will be a named member of staff responsible for this. Any medicines that are administered will be recorded, witnessed, signed and dated.
- Ensure the visit complies with all necessary bodies
- Ensure that parents/carers are fully aware of the nature, purpose and detail of the visit and that permission (where applicable), including all relevant information is obtained for any offsite activity. (Visits to the church, local area etc do not need the above)
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor learning have appropriate risk assessments
- Ensure that there is provision for any incidents, including first aid, and that there is a procedure to follow in the event of an emergency or serious incident.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals obtained where applicable
- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role
- Ensure that all accompanying adults understand that there is a NO ALCOHOL policy throughout the duration of the visit.

During the visit the Group leader will:

- Ensure that the activities are safe and practical as can reasonably be expected
- Curtail the visit or stop the activity if there is any risk to an individual's health and safety (this includes any extreme behaviour by a group or individual which could pose a risk)
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.
- Ensure, in liaison with the Head teachers and SENDCO there is adequate, trained personnel for children with specific special needs

During the visit the accompanying adults will:

- Ensure they undertake the role and tasks given them so as to not put themselves or others at unacceptable risks
- Report any concerns about the activities or pupils to the groups leader immediately
- Abide by the NO ALCOHOL policy

During the visit all participants will:

- Ensure they cooperate with the group leader and follow instructions given them in order to maintain the lowest acceptable risks to the health and safety of all participants

- After the visit the group leader will:
- Evaluate, with other adults involved, the visit so that improvements can be made for the future.
- Inform the EVC of any areas of concern, near misses or incidents; these will be investigated using our normal procedures

Pupils with specific special needs and disabilities

St. Leonards C.E. Primary School prides itself on being inclusive. Every effort will be made to include all children in both residential and other visits out of school. We may have to make reasonable adjustments for these children in order that they can participate; however on rare occasions and after due considerations from all parties concerned it might not be in a child's best interest to be included.

Policy reviewed by Sarah Moon – November 2015