

Educational Visits Procedures

1 Introduction

Kingsbury School believes that off-site activities greatly enhance young people's personal and social development and contribute to the breadth of the curriculum, but that it is essential to plan them and fully consider all safety aspects.

The policy applies whenever staff are planning any off-site activity involving young people.

2 Responsibilities

Full details of the roles and responsibilities for Heads of educational establishments, Governors, LA, the Outdoor Education Advisor, party leaders and ECVs are in the Warwickshire Education Department Off-Site Activities guidelines and are available to view at all times.

3 Health and Safety

3.1 Beyond Kingsbury School

Education beyond the school is increasing in both range and popularity. This may include potentially hazardous activities including elements of adventure and discovery, which add popular appeal.

3.2 Responsibilities

The head of Kingsbury School, EVCs, governing body/management committee, party leader and LA have responsibilities and a legal duty to ensure that off-site activities are conducted so that participants and staff do not experience unacceptable levels of risk to health and safety. Off-site activities comply with the school's Health and Safety Policy.

3.3 The head of Kingsbury School, EVCs and governors/management committee must be satisfied of the competence of staff to undertake and supervise the off-site activities.

To ensure reasonable standards of health and safety within the various activities, heads of establishment, EVC and governors/management committees must provide appropriate training where necessary.

4 Risk Assessment

Before an education establishment decides to arrange an off-site activity, it is good practice to consider what educational objectives it wishes to achieve, and then, how an off-site activity might help to achieve them.

Risk assessment and risk management are legal requirements. They involve the careful examination of what could cause harm during the off-site activity and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should explicitly cover how special educational needs and medical needs are to be addressed. Party Leaders will not deviate from the programme of off-site activity, as set out in the risk assessment and the consent form, and it should include details of contingency measures – plan B.

5 Equal Opportunities and Inclusion

5.1 Access

In accordance with County Council policy, Kingsbury School will make every effort to ensure that off-site activities are available, accessible and inclusive to all who wish to participate in as wide a range of activities as possible.

6 Child Protection

Outdoor Education Advisors, Headteachers, EVCs and group leaders should understand and follow the procedures for vetting contractors, volunteers and other people not on the school staff who wish to be supervisors or drivers for educational visits.

7 Planning and Authorisation Checklist (see Appendix 1)

8 Parents and Carers

8.1 Information to Parents/Carers

In addition to planning meetings, Kingsbury School will supply a checklist of items to parents for off-site activities, where appropriate.

8.2 Parental Consent and Medical Details (Appendix 2)

Kingsbury School will seek the consent of parents(s)/carers to their child's participation in any off-site activity. From September 2013 a letter will be sent asking for permission for low risk/local visits to cover the school year.

For these purposes we will use form OSA2. Typical category A visits (eg visiting museums, shops, parks, local environmental studies) should be approved by the Headteacher or EVC. If the category B/C activities involve potentially hazardous activities LA and parental approval will be obtained.

9 Insurance

9.1 Legal liability

The legal liability of an individual member of staff for an injury sustained by a young person on an education establishment journey will depend on whether or not the injury is a direct result of some negligence or failure on the part of the staff to fulfill their duty of care to the pupil. There is no legal liability for any injury sustained by young people unless there is proven negligence by the staff.

In most situations that lead to liability claims against the LA, the Authority has adequate insurance cover to meet its legal liability to third parties, including young people and employees. A successful claim for compensation against the Authority has to prove that the Authority or its employees have been negligent. There is no automatic right for compensation for accidental injuries sustained by employees or third parties at educational establishment premises or during authorised activities undertaken off-site.

All visits are covered by the school's off-site visits insurance policy or an appropriate insurance policy provided by the tour company.

10 Financial arrangements and VAT

Heads of Kingsbury School will ensure that all arrangements conform to the Charges and Remission Policy adopted by the County Council and each governing body/management committee.

11 Emergency Procedure

Staff in charge of young people during a visit have a duty of care to make sure that the young people are safe and healthy. They also have a common law duty to act as a reasonable prudent parent would. Staff will not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Appendix 1 Procedures re organisation of educational visit offsite
Trip Request Form

Appendix 2 Letter to Parents/Carers

Appendix 3 (Forms)

- Risk Assessment
- Form OSA1 (2007) Off-Site Activity Notification
- Form OSA2 (2013) (Young Person) Medical Details and Consent Form
- Form OSA3 (2007) (Adults) Medical Details
- Form OSA4 (2007) Emergency Action Form – Base Contact
- Form OSA5 (2007) Emergency Action Form – Party Leader
- Form OSA6 (2007) Volunteer Driver’s Form

REFERENCE NO.:		DATE PREPARED: Jan 07	DATE REVIEWED/REVISED:
Policy reviewed by Title changed to Educational Visits Procedures		Approved by the Governing Body:	
Signed:..... On behalf of the Leadership Team		Signed:.....Chair Date:.....	