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Framfield C.E. School
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ADOPTED DECEMBER 2023

REVIEW DECEMBER 2024

Educational Visits and Offsite Activities Policy

Our Vision is

**Be the Best You Can Be;
Living 'life in all its fullness' (John 10:10)**

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

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Aim

This Policy has been adapted by St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) to reflect the Federation's procedures and processes for planning and approving offsite trips and educational visits.

This policy has been written from the latest guidance available to the Federation. Our Headteachers are able to refer to East Sussex County Council (ESCC) Policy for Offsite Activities and Educational Visits, which can be located on ESCC Online Information platform and the National Guidance, produced by the Offsite Education Advisors Panel (OEAP), which has been adopted by ESCC.

Introduction

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

Our Federation schools provide a number of offsite activities and educational visit opportunities for all young people within their schools. These include visits to local historical places, woodlands and nature parks, art galleries, the Houses of Parliament and residential visits to PGL.

The benefits of learning outside the classroom are fully understood by the Federation and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

The safety of pupils and members of staff on offsite visits is paramount and the Federation, will follow the requirements and guidance from ESCC Offsite Activities and Educational Visits Policy and also refer to National Guidance produced by the Offsite Education Advisors Panel.

Roles and Responsibilities

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer (the Federation).

Employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers
- the health and safety for all young people for whom the Director of Children's Services is responsible under the Children Act 2004.

The Federation needs to ensure that roles and responsibilities are clearly set out. The named Governor who takes responsibility for Offsite Activities and Educational Visits is Mrs S Cottingham. The Educational Visits Coordinator (EVC) for the

Federation is Graham Sullivan who has received training to ensure they can fulfil their role.

Below is a set of roles and responsibilities which the designated individual needs to ensure are fulfilled.

| Role | Responsibilities |
|---|--|
| Governors (3.4f) | <ul style="list-style-type: none"> • Knowledge of who the employer is. • Ensure there is a policy in place for offsite activities and educational visits. • Ensure there is a trained EVC in place for the establishment. • Ensure there are training opportunities provided. • Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits. • Ensure there is a monitoring system in place. • Ensure visits support the principles of inclusion. • Can have a read only access on Exeant to have an overview of all the offsite visits taking place out of county and out of the country. |
| Headteacher (3.4g) | <ul style="list-style-type: none"> • Offsite activities comply with ESCC policy and National Guidance produced by the OEAP. • Visits receive appropriate approval before they take place. • Ascertained that all staff involved in offsite visits are competent to carry out their role. • That there is a designated EVC that meets employer requirements and has undertaken training. • Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. • You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated. • Ensure visits support the principles of inclusion. |
| Educational Visits Co-ordinator (3.4j) | <ul style="list-style-type: none"> • Should have experience of leading visits, or qualifications or leadership experience. They should be an experienced visits leader. • Should have received EVC training. • Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy. • Ensures staff have access to training to support their role in Offsite Activities and Educational Visits. • Approve visits that comply with establishments and ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately. |

| | |
|--|--|
| <p>Visit Leader (3.4k)</p> | <ul style="list-style-type: none"> • Must have experience of leading offsite visits. • Must be inducted by the establishment and have knowledge of the establishment's and ESCC Policy and Procedures for Offsite Visits and Crisis Management. • Be approved as competent by the establishment. • Liaise with the EVC. • Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy. • Define the roles and responsibilities for other staff on the visit. • Evaluate the visit and report and record any accidents and near misses. |
| <p>Assistant Visit Leader (3.4l)</p> | <ul style="list-style-type: none"> • Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned. • Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management. • Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader. • Contribute to the visit evaluation, and reporting and recording of accidents and near misses. |

Federation Specific Requirements

Parents/Carers Driving Pupils on behalf of a Federation School

In order to minimise the cost for Federation school visits, parents may offer the use of their car when assisting with school activities. This could be for an educational visit or a sports fixture. There is a need for the Federation to make a distinction between informal arrangements, solely organised by the parents without any involvement from their school and formal arrangements whereby the Federation school is involved in the organisation. For formal arrangements and the requirements please see Appendix One and Two.

Members of Staff Using their Private Vehicle

In addition to parents/carers using their own vehicle members of staff may use their own vehicle to transport pupils to both educational visits and sporting events. Please see Appendix Three for the Private Car Use Procedure.

Risk Assessment

Risk assessments must be submitted as part of the approval process. These must be specific and relevant to the young people, members of staff, volunteers, environment and activity. The risk assessment should be completed by the Visit Leader with support from other members of staff attending the visit. Foreseeable

hazards should be listed with reasonable control measures put in place and a risk rating generated. (Please see Appendix Four for a Sample Exeant Risk Assessment).

After a visit, the risk assessment should be reviewed if there were any issues, incidents or near misses. If a risk assessment is covering the same group, with the same members of staff carrying out the same activity it can remain in place for 3 months and then reviewed. For example: every Thursday Year 5 will attend swimming lesson.

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than annually. The policy review will be undertaken by the Federation's Headteachers and the designated Governor.

Appendix One

Parents/Carers Driving Pupils on behalf of a Federation School

Process for Formal Arrangements

1. The Federation school has seen the insurance certificate for the vehicle.
Please note the parent should check that their insurance cover allows for these activities as some may regard this as official business and require business insurance. – Fully comprehensive insurance is recommended.
2. The vehicle has a valid MOT and Vehicle Excise Licence.
3. The driver views their own licence online and generates a sharing code so the Federation school can check convictions (see Appendix Three). A driver should not be allowed to transport children if they have convictions for serious offences e.g. drink/drug driving, dangerous driving or have 6 or more points on their licence.
4. If the activity is deemed a Regulated Activity with a frequency of 1 or more times in a week, or 4 or more days in a 30 day period, then a Disclosure and Barring Service (DBS) check will be required.
5. The driver is 21 or over and has 3 years driving experience.

Please Ensure:

- Parents are informed of the arrangements and explicit parental consent given.
- Seatbelts/correct child restraints are worn by all the child passengers.
- The vehicle should not carry more passengers than there are seats with working seatbelts and in any event not carry more than 8 passengers.
- Unless due to an emergency situation, or where there is a specific job requirement, a member of staff or volunteer should not be in a position where they are alone with young people. A signed statement from every parent using their own vehicle for school activities should be obtained (Please see Appendix Two).
- Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

Important note: This section should be used in conjunction with the child protection procedures. Some parents may not want their child(ren) to travel with other parents, or particular parents. They should have the opportunity to make their views known. It is recommended that any parent who has contact with the

group of children at a Federation school or on a school trip (non-residential) for a single occasion are issued with guidance about appropriate contact with children.

If it is a Regulated Activity i.e. every week for 6 weeks then a DBS check would be required. Regardless of whether a DBS check is carried out it is recommended that:

- All parents and volunteers are issued with guidance about appropriate contact with children.
- The departure and collection point is the school for those visits taking place during the school day.
- The vehicles travel in convoy.

Checklist for the Use of Parents/Carers Own Vehicle

The following checklist has been developed to assist our schools.

Drivers Name: **Registration Number:**

Destination:

Date of Event:

Please circle Yes/No:

Insurance certificate is valid and has been seen. Yes/No

The driving licence has been checked and seen. Yes/No

The vehicle has a current MOT and VEL. Yes/No

DBS Certificate is in place if required Yes/No

Driver is 21 or older and has 3 years driving experience. Yes/No

Parents have been informed of the use of parents/carers vehicles for this offsite activity. Yes/No

The vehicle cannot carry more than eight passengers. Yes/No

A signed statement from parents/carers using their cars for school activities. Yes/No

Checklist Completed by:

Date:

All parents and volunteers are issued with guidance about appropriate contact with children.

In order to reduce the level of checks to be carried out, at the beginning of the school year for parents who assist regularly in the transportation of pupils on off-site visits during the school year this checklist can be completed annually along with a DBS check.

Appendix Two

Template Letter for Parents/Carers using their own vehicles to transport pupils on school activities i.e. educational visits/sporting events.

Dear Headteacher

I confirm that I do have a motor vehicle insurance policy for the vehicle in which I intend to drive.

Name of Insurance Company:.....

Policy Number:.....

I understand that I am not indemnified by St Thomas à Becket Church of England Federation in the use of my vehicle.

I have checked with my insurance company and confirm that the activity is covered by them.

I can confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax Disc) and that the vehicle is in good condition.

Signed.....

Dated.....

Appendix Three

Members of Staff Using their Private Vehicle

In some situations the Headteacher/Teacher may use their own vehicle in order to transport young people.

Process for Members of Staff to Use their Own Vehicle

1. The Federation Headteacher has agreed this as part of their overall policy
2. They have business insurance – fully comprehensive is recommended.
3. The insurance certificate should be checked by the relevant Federation Headteacher and a copy retained and signed, this should be checked annually, or an auditable record kept.
4. The Employee enables their Headteacher to check their driving licence online via a sharing Code (see below). This would need to be checked annually. A signed copy of the driving licence should be retained on file. Any convictions for dangerous driving, drink/drug driving or the driver has 6 or more points on their licence, they should not be allowed to transport young people.

Please Ensure:

- No money for reward or hire is paid, only payment for running costs.
- Parents have been informed of the arrangements.
- Seatbelts or correct child restraints must be worn by all children.
- The vehicle cannot carry more than 8 passengers.

Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

NOTE: Insurance of Private Motor Vehicles for Federation Business

Before employees are allowed to use their private vehicles on Federation business, they must sign the Claimant Authorisation Document, Trav 10, to confirm their vehicle is insured for business use, including travelling to attend training courses. This is subsequently confirmed on each Business Mileage and Expenses Claim Form, Trav2, where the claimant signs a declaration confirming their motor insurance cover.

How to check a Driving Licence Online

1. Drivers view their own licence on-line by entering their driving licence number, national insurance number, and post code here:

<https://www.gov.uk/view-driving-licence>

Drivers can generate a ‘sharing code*’ (valid for 72 hours).

2. Employers use the sharing code and the last 8 characters of the driving licence number, to view basic licence information (licence categories, endorsements) here:

<https://www.gov.uk/check-driving-information>

Appendix Four

Risk Assessment Template to be used for Visits Submitted on Exeant

| Section of Visit | Significant Hazards with Potential to cause harm | Control Measures | Likelihood | Severity | Risk Rating |
|--------------------------------------|--|------------------|------------|----------|-------------|
| Sites/Environment/Places Being Visit | | | | | |
| Activity Arrangements | | | | | |
| Transport | | | | | |
| The Group | | | | | |

| | |
|-----------------|--|
| Persons at risk | |
|-----------------|--|

NOTE THE FOLLOWING

Ongoing risk assessment – the most essential element: **1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, and revise as required.**

| |
|---|
| Alternative Plan |
| Enter an alternative plan/activities that may take place |

| |
|--|
| Emergency Contact Information and Procedure |
| Write your establishment emergency contact information and procedure. |

| LIKELIHOOD/ SEVERITY | Minor Injury (1) | Injury/Ill Health (2) | Over 3 Day Absence (3) | Major Injury (4) | Disability or Death (5) |
|-------------------------|---------------------|--------------------------|---------------------------|---------------------|----------------------------|
| Very Unlikely (1) | 1 LOW | 2 LOW | 3 LOW | 4 LOW | 5 LOW |
| Unlikely (2) | 2 LOW | 4 LOW | 6 LOW | 8 LOW | 10 MEDIUM |
| Likely (3) | 3 LOW | 6 LOW | 9 MEDIUM | 12 MEDIUM | 15 MEDIUM |
| Very Likely (4) | 4 LOW | 8 LOW | 12 MEDIUM | 16 HIGH | 20 HIGH |
| Almost Certain (5) | 5 LOW | 10 MEDIUM | 15 MEDIUM | 20 HIGH | 25 HIGH |

| Risk Rating | |
|-------------|--|
| Low 1-8 | Probability for minor accidents; non disruptive damage to equipment or property. Requiring long term action by management. |
| Medium 9-15 | Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management. |
| High 16-25 | Probability for loss of life, serious injury; damage to equipment or property. Requiring immediate action by management. |



The risk matrix identifies the likelihood from unlikely to almost certain and the severity low – extreme, use this to risk rate each hazard.

| | |
|-------------------------------|--------------------------------------|
| Visit Leader Signature | Insert visit leader signature |
| Date | |

