



Education Trust

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“Aspire, Belong, Collaborate”

OUTDOOR EDUCATION, VISITS ON AND OFF SITE ACTIVITIES POLICY

Review Frequency	Annual
Reviewed	24 th January 2025
Next Review	January 2026
Agreed by Trustees	24 th January 2025



INTRODUCTION

- This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Head of School are responsible. The Trust endorses the Devon County Council policy document “*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024*” (OEVOSA 24) as the basis for the school’s policy for the management of visits and off-site activities.
- The purpose of this policy is to explain *how* the overall OEVOSA 24 policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Riviera Education Trust.
- This policy also complements and should be read in conjunction with the school’s Health & Safety and Safeguarding Policies.

Responsibilities of the Head of School

The Head of School will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA 24 document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA 24 policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly

Responsibilities of the SENDCo

- For alternative provision, a SOP (Standard Operating Procedure) must be completed.



Responsibilities of the Educational Visits Co-ordinator

- Although holding the ultimate responsibility, the Head of School has delegated specified tasks to a suitably experienced and competent EVC.
- The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

The functions delegated to the EVC are:

- to be the Head of School contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA 24 and the school specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA 24 requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA 24 requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA 24
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA 24.

Responsibilities of the Visit Leader

The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval from the Head of School and, where appropriate, LA endorsement for the visit in line with OEVOSA 24 and the specific arrangements of this policy prior to undertaking the activity



- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures.
- carry out specific activities in accordance with the detail of OEVOSA 24
- use the school planning checklist provided in OEVOSA 24 to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA 24
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA 24
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks during the activity and make adjustments accordingly

Responsibilities of Additional Members of Staff Taking Part in Visits and Off-site Activities

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity. This includes reading relevant paperwork, including risk assessments.

Responsibilities of Pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

Responsibilities of Parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit



- ensure that emergency contact details that are provided to school are up to date
- provide consent in accordance with the requirements of OEVOSA 24

RISK ASSESSMENT

- The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the school specific Standard Operating Procedures (SOP) documents.
- These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Head of School and EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.
- In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated electronically and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity *or* the additional control measures needed will be listed in the enhanced risk assessment column.
- Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.
- This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

APPROVAL OF OFF-SITE ACTIVITIES

- The EVC (cat A) and Head of School (cat B/C) will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.
- There are 3 categories of visit:

Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc

Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)

Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)



Adventurous residential visits to outdoor centres etc.

Category C:

Visits of all types outside the UK

- In-line with the requirements of OEVOSA 24, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Head of School ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- The policy of Riviera Education Trust is that Category A visits will be uploaded to the Evolve system to allow Governors, the Head of School and the EVC to monitor the management of off-site visits.

SAFEGUARDING

- The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer or Deputy Designated Safeguarding Officer outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

THE PROVISION OF TRAINING AND INFORMATION

- A copy of this policy, along with the overall OEVOSA 24 document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA 24 policy, and additional guidance information, via the Evolve system.
- The Head of School will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA 24. This process will be overseen by the EVC and records of qualifications will be uploaded to the Evolve system. The HR team also hold records of qualifications.

ACTION IN THE CASE OF EMERGENCY

- The Head of School (Cat B/C) or EVC (Cat A) will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.



- It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.
- For Residential visits, Cat B and Cat C visits, a qualified first aider must be included in the staffing for the visit. For Cat A visits, a member of staff must be identified as the person responsible for first aid. This person does not have to have a current qualification but the EVC will ensure that the person nominated is competent.

Monitoring and Review

- The Local Standards Board will monitor the application of this policy in operational practice as part of the Safeguarding Governor's annual cycle of review the results of which are shared with the full LSB.
- This policy will be reviewed annually, or:
 - After any significant changes to the management of outdoor education locally
 - After any significant changes to the OEVOSA 24 document
 - After an incident

Submission of Visit Form Timescales

Visit forms must be submitted by the Visit Leader to the EVC in accordance with the timescales set out in the Trip Planning Guidance Document (see local document). Failure to meet these timescales may result in the planned visit being postponed or cancelled.

Timescales for submission to the LA are as follows:

Category A Day Visits –*do not go to the LA*

Category A Residentials –*do not go to the LA*

Category B Adventurous Day visits –*must be submitted to the LA with at least 2 weeks' notice*

Category B Adventurous Residential visits *must be submitted to the LA with at least 2 months' notice*

Category C Overseas visits –*must be submitted to the LA with at least 3 months' notice*



DETAILS OF AMENDMENTS

November 2023

- Model policy adopted.

October 24

- Updated reference to OEVOSA 2024

January 25

- Updated to include the requirement for alternative provision SOP.

