



# BURGH BY SANDS SCHOOL

## OFF SITE EDUCATIONAL VISITS PROCEDURES

|  |                               |                    |   |
|--|-------------------------------|--------------------|---|
| <b>Approved by<sup>1</sup></b>           |                               |                    |   |
| <b>Name:</b>                             | Sarah Robson                  |                    |   |
| <b>Position:</b>                         | Head teacher                  |                    |   |
| <b>Signed:</b>                           | <i>S. Robson</i>              |                    |   |
| <b>Date:</b>                             | 18 <sup>th</sup> October 2024 | <b>Version No:</b> | 2 |
| <b>Proposed review date<sup>2</sup>:</b> | 18 <sup>th</sup> October 2025 |                    |   |

## REVIEW SHEET

| <b>Version Number</b> | <b>Version Description</b>  | <b>Date of Revision</b> |
|-----------------------|---|-------------------------|
| 1                     | Written in line with intent, implementation and impact statements, SEND & Inclusion/Equal Opportunities   | September 2019          |
| 2                     | Form D changed to annual parental consent, related policies added, record of visits updated, Matt Ellis contact details updated, changes made in line with change of Cumbria County Council to Cumberland Council | October 2024            |
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Burgh-by-Sands Primary School (hereinafter referred to as 'the school') acknowledges that students can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class or Year group, regardless of their abilities, therefore, developing further 'the whole child'.

The Head teacher (EVC) is responsible for this policy and procedures for dealing with occasions when groups are engaged on an official visit or journey. This policy and procedures correspond with the Cumberland Council Guidance, systems and processes for supporting and monitoring "Learning Outside the Classroom" (LOtC) activities

Each member of staff has been made aware that it is a legal expectation that employees must work within the requirements of their employer's guidance. Cumberland's Childrens Services employees must follow the requirements of the "National Guidance" (NG) on the website: [www.oeapng.info](http://www.oeapng.info)

The purpose of the visit must be clearly defined and be of educational value.

## LEGAL FRAMEWORK

Health and Safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE). The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

The Local Authority of our school is the employer and therefore have employer responsibilities, decisions about visits are delegated to the Head teacher. The Head teacher's agreement must be obtained before a visit takes place.

It is a Cumberland Council requirement that we as a school must follow the Outdoor Education Advisers' National Guidance for Managing Learning Outside the Classroom ([www.oeapng.info](http://www.oeapng.info)) as well as the requirements outlined in the Cumberland Council Policy for 'Managing Outdoor and Experiential Learning and Educational Visits' (available on the Evolve system).

## ROLES AND RESPONSIBILITIES

The **Head teacher** will ensure that the visit leader has completed all procedures. A list of all the Head teachers responsibilities can be found on the website [www.oeapng.info](http://www.oeapng.info)

For every visit a **visit leader** will be identified. The roles and responsibility are set out on the website [www.oeapng.info](http://www.oeapng.info). The leader is responsible at all times, either personally or by delegation, for the planning, safety, supervision, implementation and follow-up of the visit. A visit should not be undertaken unless this vital role is clearly understood and accepted by the person concerned. If there are doubts about situations that occur away from home (e.g. unsuitable instructors, tired coach driver, and unsuitable weather conditions), it is the responsibility of the leader to consider the matter and take prompt and decisive action.

The role of **parents and Governors** is set out on the website [www.oeapng.info](http://www.oeapng.info)

## CATEGORY OF VISIT

Cumberland Council has defined two levels of visits which are set below:

### Level 1

All visits other than those in Level 2 including the examples below:

1. Sports fixture
2. Curriculum swimming
3. Cultural day visits to libraries, museums, theatres, art galleries, tourist attractions and religious sites.

4. Day visits to history, art drama and music events.

**This list above is not exhaustive, and only represents examples.**

**For example: Leighton Moss, Tullie House, Westmorland Show, Abbot Hall, Manchester Museum are all Level 1 visits.**

## **Level 2**

1. Visits abroad
2. Residential Visits
3. Visits involving Adventurous Activities or remote locations

**For example: Hawse End.**

## **APPROVAL AND NOTIFICATION OF ACTIVITIES AND VISITS**

This school uses the Cumberland Council UK online system “**EVOLVE**” at [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk) for notification and approval. A key feature of this system is that visits and LOtC activities requiring approval are automatically brought to the attention of the Local Authority.

### **The nominated advisor in Cumberland is:**

Matthew Ellis  
Outdoor Learning and Educational Visits Adviser  
Derwent Hill  
Portinscale  
Keswick  
CA12 5RD

Tel: 017687 72005

H&S email: [healthandsafety@cumbelrand.gov.uk](mailto:healthandsafety@cumbelrand.gov.uk)

Educational Visits Advisory Service email: [evas@sunderland.gov.uk](mailto:evas@sunderland.gov.uk)

## **RISK MANAGEMENT**

As the employer this school has a legal duty to ensure risks are managed-requiring them to be acceptable or tolerable, as it is recognised that elimination is not always possible or reasonable. This requires that suitable and sufficient risk management systems are in place. This school has access to risk assessment materials on the school portal, generic educational visits risk assessments can be accessed through the Evolve system.

## **SUPERVISION GUIDELINES**

### **Agreed Ratios**

Appropriate ratios are determined during the risk assessment process.

### **Early Years and Foundation Stage**

We will follow the specific legal requirements for staff to pupil ratio for these pupils as outlined in the Early Years Foundation Stage Statutory Framework. A fully qualified paediatric first aider will always accompany visits involving these pupils.

### **Parents/Volunteers**

Parents, governors and volunteers can be used to achieve the pupil: adult ratio. Such helpers should be carefully selected and ideally be well known to the school and pupil group. Anyone who has not had a CRB disclosure check should not be left in sole charge of pupils. The Head teacher and group leader must assess the suitability of any volunteer.

For the protection of both pupils and adults, all adult supervisors should ensure that they are not left alone with a pupil wherever possible.

All supervisors should be made aware of their responsibilities at all times, in particular any pupils who may require closer supervision. It may be helpful to put this in writing.

Staff may hold a preliminary meeting for volunteer helpers

## **HEADCOUNTS**

Whatever the length and nature of the visit regular head counting of pupils should take place, particularly before leaving an area or the venue.

## **INSURANCE**

Our school has:

- A Visits insurance with : **UKBOPD44910**
- Employers Liability Insurance. **Through Cumberland Council**
- Public Liability Insurance: **Through Cumberland Council**
- Balance of Risks: **QLA-08U009-0013**

Only coach companies that have appropriate insurance will be used.

## **RECORDS OF VISITS**

Records of all Level 1 and 2 visits will be kept on the EVOLVE website.

## **FINANCIAL PLANNING**

Refer to schools charging policy

Also refer to EG Document 'Charges for Off-Site Activities and Visits in an Educational Establishment'

## **CONTACT WITH PARENTS**

Parents/Guardians will be informed in advance of all the details of a proposed visit.

The school administrator prints off details of all the pupils going on that trip, for the group leader to take with them.

Parental consent is not required for visits within the school day. However, schools must inform parents that visits are taking place. Parents of nursery children will be asked to give written consent prior to any off-site visits.

Annual parental consent form can be used for regular visits such as curriculum swimming, sports fixtures, visits to the local library and village halls, etc. FORM C can be used for Level 2 Visits.

## **TRANSPORT**

If staff cars are used the leader needs to check that they have the necessary business use insurance, and that they have filled in the form for Staff/Volunteer drivers attached as Appendix 1.

If parent cars are used to transport pupils OR other parents the leader needs to check that they filled in the form for Staff/Volunteer drivers attached in the Appendices.

Car booster seats will be used where children are below 12 years of age and are below 135cms in height.

If a mini-bus is to be used then reference is made to Cumberland Councils regulations and guidance file on mini-buses. Only a member of staff who has passed a mini-bus assessment will drive the mini bus.

If a coach is to be used it must be fitted with seatbelts and only a reputable coach company will be used.

## **GUIDANCE NOTES FOR GROUP LEADERS**

### **Immediate Action Following a Serious Accident or Incident**

A serious accident or incident is defined as

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk/serious illness; or
- any situation in which the press or media might be involved.

*Remember that serious incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.*

*Remember that you are not alone, the LA or your school will support you as much as possible.*

### **1. Be prepared**

- Carry the LA 24 hour emergency telephone number and pager number at all times.
- Ensure that you are familiar with all of the LA guidelines for off-site activities.
- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

### **2. Care of the Group**

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

### **3. Communication**

- Contact the schools 24-hour standby person (usually Mrs Robson)

- **Contact your LA 24 hour helpline number:**

**Normal Office hours: 01228 221616**

**Outside Normal Office hours: 0300 303 1042**

- In either event, give the following information:
  - *Your name*
  - *Name of Group*
  - *Telephone number you are calling from*
  - *What happened*
  - *To Whom*
  - *Where*
  - *When*
  - *What has happened since*
  - *If a fatality is involved, has this been confirmed?*
  - *By Whom*
  - *Which local emergency services are involved.*

### **4. Next Steps and General Advice**

- Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with your LA and this has been agreed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the County Council Media Team as soon as possible”.
- Do NOT admit liability of any sort to anybody.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your Head teacher/LA contact person have the new telephone number at which you can be contacted.

*Finally, all situations are different, your Head teacher/LA contact or a Senior Officer of the Authority will make themselves available to offer you advice and support. Use them as much as you need.*

## Sample Driving Declaration Form: Staff and Volunteers:

We greatly value all support in helping transport our young people to and from activities off site. Without it we would find it very difficult to offer the range of experiences that we do, which would clearly disadvantage them. However, it is a statistical fact that travel by road can be more dangerous than the activity itself and it is the duty of management to do what we can to minimise the risks. Therefore we ask all our drivers (volunteers and staff) to comply with the checklist below and to sign and date it **before** driving on our behalf. This in no way invalidates or curtails private transport arrangements between parents/carers.

|   |  |                                   |              |
|---|--|-----------------------------------|--------------|
| <b>Full Name of Driver:</b>   |  |                                   |              |
| <ul style="list-style-type: none"> <li>• I passed my test for the class of vehicle I am using over 3 years ago.</li> <li>• I am not banned from driving/I have no more than 3 points on my licence.</li> <li>• I am medically fit to drive.</li> <li>• The vehicle I use carries adequate insurance, which is renewed each year on _____ (date).</li> <li>• The road fund licence where required, is current and always renewed by the expiry date.</li> <li>• The vehicle is kept in a safe running condition and where required, has a valid MOT certificate.</li> <li>• I am aware that overloading the vehicle could invalidate my insurance.</li> <li>• All passengers I shall carry will have access to, and <b>use</b> a seatbelt.</li> <li>• All passengers I shall carry who are under 135cm tall <b>and</b> under the age of 12 years will use any booster seat or booster cushion provided for them.</li> <li>• I will inform (Mrs Southern) before volunteering to drive again if, for any reason, this declaration becomes invalid e.g. health or licence changes</li> </ul> |  |                                   |              |
| <b>Additionally, for VOLUNTEER drivers only:</b>  |  |                                   |              |
| <ul style="list-style-type: none"> <li>• I have checked with my insurance company that my vehicle insurance cover allows me to transport young people on a voluntary basis.</li> <li>• I am aware that I may be reimbursed for “out of pocket expenses”, but that this or any formal payment for mileage may invalidate my insurance unless it has been previously declared to my insurance company. (Remuneration for driving would be seen as using the vehicle for “hire or reward”: a separate insurance classification).</li> </ul>  |  |                                   |              |
| <b>Additionally, for EMPLOYED staff who volunteer to drive only:</b>  |  |                                   |              |
| <ul style="list-style-type: none"> <li>• * I <b>am</b> the insured Policyholder of the vehicle I use and my insurance includes business use in addition to social, domestic, pleasure and commuting.</li> <li>• * I <b>am not</b> the insured Policyholder of the vehicle I use, but I have checked that the business use cover on the vehicle is equally applicable to me as a Named Driver.</li> </ul> <p>(* Delete whichever is not applicable)</p>  |  |                                   |              |
| <b>Signed:</b>  |  | <b>Vehicle Registration:</b>      | <b>Date:</b> |
|   |  |                                   |              |
| <b>For office use only:</b> I have/have not* seen relevant original documentation as described above (* delete as applicable)   |  |                                   |              |
| <b>Signed:</b>  |  | <b>Print Name &amp; Position:</b> | <b>Date:</b> |
|   |  |                                   |              |
| <b>Documents seen:</b> it is good practice to check documents declared are valid. Tick evidence seen:   |  |                                   |              |
| <input type="checkbox"/> Driving Licence (accept only photocard <b>or</b> paper only licences <b>with</b> an online motoring convictions check at <a href="http://www.gov.uk/view-driving-licence">www.gov.uk/view-driving-licence</a> .<br><b>Warning:</b> sight of a paper only licence or a photocard alone is NOT sufficient. Recording of motoring convictions on paper licences or photocard counterparts has been abolished. Conviction records are only available online.   |  |                                   |              |
| <input type="checkbox"/> Insurance Certificate (for expiry date and classes of use).  |  |                                   |              |

- MOT Certificate OR MOT status check at [www.gov.uk/check-mot-status](http://www.gov.uk/check-mot-status) (for expiry: insurance is invalid if MOT is expired).
- Tax status check at [www.gov.uk/check-vehicle-tax](http://www.gov.uk/check-vehicle-tax) (for expiry date: insurance is invalid if the Tax is expired).



**The Head teacher/EVC will ensure that:**

- All necessary actions are completed before the visit begins
- Child protection procedures are in place
- Risk assessments are completed and appropriate safety measures are in place
- Training needs have been assessed and needs of staff and pupil have been considered.
- The group leader has experience in supervising the age group going and will organise the group effectively
- The group leader or another teacher is competent to instruct the activity and is familiar with the location.
- Non-teacher supervisors are appropriate people
- Ratios are appropriate
- Parents have signed consent forms where required
- Arrangements have been for the medical needs and special educational needs
- First aid provision will be available
- Travel arrangements are appropriate
- Travel times are made clear
- Insurance cover
- Contact details of venue are available
- School contact has been agreed
- Visit leader, supervisors and school contact have copy of emergency procedures
- Visit leader, supervisors and school contact have the names of all adults and pupils travelling in the group and contact details of parents and teachers and other supervisors next of kin.
- There is a contingency plan for delays.

Details of Head teacher and EVC responsibilities can be found under National Guidance on the website: [www.oeapng.info](http://www.oeapng.info)