

Educational Visits Policy

Options Autism



Hillingdon Manor School

EDUCATIONAL VISITS POLICY

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01 INTRODUCTION

This document represents Outcomes First Group's (OFG) commitment to the management of educational visits and activities in its Schools and Colleges. OFG is committed to supporting educational visits and activities that enrich the learning opportunities of its young people.

This policy has been developed from standards contained within current national guidance.

OFG's strategic risk assessment process has identified the management of educational visits and activities as a significant issue and as such has developed a management system to manage the risks involved.

OFG has an active educational visits and activities programme that includes but is not limited to the following typical activities:

- Duke of Edinburgh expeditions and activities
- Swimming
- Coarse fishing
- Canoeing
- Climbing
- Mountain biking
- Orienteering
- Quad biking
- Scuba diving
- Hill walking
- Paddle Sports
- Visits to local amenities and public buildings
- Travel throughout the UK
- Ski trips in mainland Europe

All OFG employees involved with educational visits should fully familiarise themselves with the contents of this document.

02 GENERAL STATEMENT

It is the policy of OFG to take all necessary measures to ensure the health, safety and welfare of employees, pupils and others on any educational visit or activity.

We will achieve this by the following actions:

- Procedures for the approval and control of educational visits and activities;
- Ensuring the competence of all those involved with the planning and delivery of educational visits and activities;
- Ensuring that planning and risk assessment are carried out for all educational visits and activities;
- Building strong relationships with specialist contractors and other providers;
- Involvement of people – ensuring that full involvement of staff, pupils, parents, carers, guardians and contractors in the success of our educational visits and activities programme.

This policy is communicated to all persons working on behalf of OFG and is subject to regular review. A copy of this policy is available to interested parties on request.

03 ROLES AND RESPONSIBILITIES

Board of Directors

The Board of Directors have ultimate responsibility for ensuring that the company meets its statutory obligations and that effective arrangements for the management of health and safety are put in place and are therefore responsible for setting and approving policy direction.

Chief Executive Officer

The Chief Executive has overall responsibility for ensuring that the company meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

COO, Managing Directors of specific services

The COO and Managing Directors have executive responsibility to manage health and safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and company policies to meet legal and organisational requirements.

Regional Directors

Regional Heads (Managers) of Service are responsible for ensuring the provision of arrangements in relation to the safe management of educational visits.

The Regional Directors will take on the role of Educational Visits Advisor by ensuring:

- Vetting and approval (or disallowing) of category B and C educational visits
- Monitoring the work of educational visits and activities in the form of observation on a sampling basis

Group Head of Health and Safety

The Group Head of Health and Safety is responsible for advising on appropriate measures to meet legal and organisational requirements as required.

Head Teachers / Head of Service

Ensuring the setting's local Educational Visits and Activities Management plan is completed and remains up to date.

Organisation and delivery of training for Educational Visit Coordinators

Educational Visits Co-ordinator

- Liaise with the educational Visits Advisor to ensure that risk assessment requirements are met.
- Support the head teacher / head of service on the approval of visits and activities.
- Assign competent people to lead or supervise visits and activities.
- Ensure Educational Visits Assessment form is completed.
- Ensure Educational Visits Consent for is completed.
- Keep records of individual visits including reports of accidents, concerns and near misses.
- On occasion, monitor practice.

Teachers

Responsible for completing the educational visits trip paperwork in line with training received in school and having this signed off 2 weeks prior to the trip taking place. These times could vary depending on the complexity of the trip.

Appointed Service Providers

- Supporting the strategic management team
- Monitoring local compliance via safety audits

Educational Visits and Activities

Classification of activities

Any activity will be classified into the following categories:

Type A - activities are lower risk activities involving trips to local amenities such as museums, cinemas where those involved will be faced with everyday risks.

Type B - activities involve higher risk activities off-site and typically include the following:

- Activities near open and or moving water
- Residential activities
- Overseas trips
- Adventurous activities
- Expeditions

Type C - activities are higher risk activities carried out within school grounds such as mountain biking or archery.

Approval

Type A activities are managed by each setting and do not require written approval from the Educational Visits Advisor. Type A activities are subject to local risk assessment included within the assessment form.

Any type B or C activity must have written approval by the Head Teacher/Head of Service and the Educational Visits Advisor. This approval will be based upon the risk assessment provided and the competencies of those involved with the leadership of the activity. Depending on the activity you may also need to request a full risk assessment from the external provide

TRAINING AWARENESS AND COMPETENCE

OFG is committed to ensuring its employees have the necessary knowledge and skills to manage educational visits. This commitment extends also to third parties who may work in partnership with OFG.

The table below demonstrates how OFG meet this requirement.

Personnel	Primary Objectives	Course title(s)	Frequency / update
Executive team members / EVA / Regional Directors	Strategic management	Senior manager briefings	Annual
Head Teachers / Registered Manager	Local management, developing local educational visits management plans	IOSH Managing Safely Certificate	3 years
School / Agency safety coordinators	Supporting Service Leader	Briefings from Head teacher / RM	2 years
Educational visits coordinator	Day to day management of educational visits	Educational visits coordinator training	2 years
Group leaders	Knowledge and skills required to lead school activities	Specific courses in accordance with national standards of competence	As required
Teachers / support workers	Assist in an activity and contribute to the safety of everyone on the visit / activity	In-house briefing by EVC	Annually

EDUCATIONAL VISITS MANAGEMENT PLANS

Each setting must develop an Educational Visits Management Plan to manage their educational visits and activities. This local system is common to all OFG settings and allows a standardised approach throughout the Group.

Local systems comprise of the following key elements:

- Educational Visits Activities Management Plan
- Educational Visits Assessment Form

- Educational Visits Consent Form

Local systems are subject to periodic inspection during the annual Health and Safety Audit.

Adventure activities using licensed and non-licensed providers

Where settings plan to use adventure activity facilities offered by commercial organisations or a local authority the following checks will be made:

- Whether the provider is legally required to hold a license for the activities being offered
- That the provider actually holds a license
- That the providers employees have a satisfactory DBS in place

Where the plan to use non-licensable providers for adventure activities the provider will provide written evidence of the following information:

- Risks have been assessed and controlled
- Leaders and supervisors are competent and hold any relevant qualifications
- All equipment is in good order and checked before use
- Operating procedures conform to the guidelines of the National Governing Body related to the activity
- Clear management of safety systems are in place
- Appropriate first aid provision is in place
- Emergency procedures are in place
- Where appropriate references may be sought from other settings who have recently used the facilities.
- That the providers employees have a satisfactory DBS in place

Activities led by OFG employees - teachers

Any employee providing the role of group leader (this must be a teacher) for type B and C activities must hold the relevant national governing body group leader / instructor qualification for that activity. Where employees do not hold such qualifications; an external provider will be used.

Transportation on educational visits and activities

The risks posed during transportation of staff and young people on educational visits and activities have been identified as a significant issue. All settings are required to comply fully with the OFG Driving Vehicles Policy (accessible via Engage) which classifies vehicle types and clarifies vehicle driving licence and training requirements for all schools.

Reviewing and monitoring the management of educational visits and activities

The Educational Visits Advisor will carry out a sample of monitoring of activities each year. Findings from this monitoring will be communicated to the setting and to the strategic management team.

Monitoring of educational visits is also carried out locally by each setting's Educational Visits Coordinator.

Settings are subject to periodic audit by the Group Head of H&S and external consultants, this general health and safety audit will include specifically the issue of compliance with this policy.

Emergency support and response

Emergency procedures are an essential part of our planning process for educational visits. Emergency procedures form part of each setting's local arrangement (business continuity plan) and are also part of OFG's critical incident policy.

Emergency situations will be subject to an investigation by the Educational Visits Advisor.

DBS checking

All adults who work with OFG young people on any activity must hold an up to date DBS check that has been cleared.

OTHER DOCUMENTS

- Business Continuity Plan
- Educational Visits Management Plan
- EV assessment form
- EV Consent Form



Outcomes
First Group