



# ALDINGBOURNE PRIMARY SCHOOL A POLICY

*FOR*

OUTDOOR EDUCATION

AND

OFF-SITE EDUCATIONAL VISITS

To be reviewed every 3 years at Full Governors Meeting  
Last reviewed November 2023  
Next review November 2026

## Document Change History.

Version no	Date	Change made by	Brief details of change
1.0	22.10.2008	Headteacher	New Document produced
1.1	27.11.2023	Bursar	Details amended as per advised below (15.11.23)
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## Document Review History.

Review Date	Reviewed by	Comments
07.11.2018	Full Governors	Reviewed and approved
15.11.2023	Full Governors	Reviewed and approved with amendments of LEA to LA and DFES to DFE. Document change history added. Footer Added.

## Introduction

Aldingbourne Primary School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical, cultural activities and adventurous activities.

At Aldingbourne School the value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for Aldingbourne Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council Local Educational Authority's "Regulations and Notes of Guidance for Off-Site Activities".
- The Health and Safety Executive in conjunction with the Department for Education and Skills (DFE) published "Health and Safety Responsibilities and Powers" statutory document.
- The DFE document "Health and Safety of Pupils on Educational Visits" (HASPEV)
- The supplementary guidance published by the DFE
  - Part 1 - Standards for LA's in overseeing educational visits
  - Part 2 - Standards for Adventure
  - Part 3 - a handbook for Group Leaders

## **Roles and Responsibilities**

## **GOVERNING BODY**

It is important that the Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body at the first full Governors meeting each academic year.

**THE HEADTEACHER** is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Risk Assessment File.

**THE EDUCATIONAL VISITS CO ORDINATOR (EVC)** ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Disclosure & Barring Service checks are in place where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (see Risk Assessment folder)
- Keep records and make reports of accidents and “near misses”
- Review and regularly monitor procedures
- Liaise with the LA Outdoor Education Adviser where necessary to ensure the proposed visit complies with the LA regulations.

**THE GROUP LEADER** is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC .

This will take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.

- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

**PARTICIPANTS** are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

## **Guidance Notes for Off-Site Educational Visits**

To ensure proper good practice and compliance with the necessary regulations it is expected that :

All group leaders will familiarise themselves with the published advice and guidance. Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit.

EVOLVE Off-site Activity Monitoring Form. This must be completed ELECTRONICALLY for all residential visits and for those that are either visits abroad or for hazardous pursuits. (Regulations and Notes of Guidance for Off-site Activities).

OE2 form: This optional form provides information on what the LA expects an external provider to deliver. It should be sent to any provider being considered for the first time and given to the EVC as evidence of the planning process.

Risk Assessment forms should be completed electronically onto EVOLVE. The EVC must ensure this happens.