



Kingsbridge Community College

Management of Outdoor Education, Visits and Off-Site Activities

1. Principles

Kingsbridge Community College recognises that trips, visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure have a particular part to play in the personal development of all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of trips, visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Trip Leader as well as members of staff and volunteers, students and parents. The College also have responsibilities to other members of the public and to third parties.

This policy covers all off-site visits and activities organised through the College and for which the Governing Body and Principal are responsible.

The Governing Body endorses the Devon County Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy" (Sept 2016) as the basis for the College's health and safety policy for the management of visits and off-site activities. This document is available through our website or on request.

It is a priority of this College that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Responsibilities

2.1 Through delegation to the Assistant Principal (Lorwyn Randall) the Principal:

- Ensures all visits and off-site activities have specific and appropriate educational objectives;
- Approves all visits and activities, based on compliance with the 'Outdoor Education, Visits and Off-Site Activities Health and Safety Policy September 2016' and College health and safety policy;
- Ensures off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- Checks that the staffing ratio is suitable for each visit;
- Ensures trip leaders have access to a planning checklist based on the Devon policy, and adapted as necessary to meet the particular needs of the College;
- Checks that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- Ensures that appropriate consideration is given to changing, adapting or withdrawing trips in light of emerging events and official government guidance e.g. terrorist threats.
- Ensures consent, through the 'Permissions / Agreements Booklet', at the beginning of each year to allow consent for all category A activities taking place within College hours.

The Assistant Principal attends relevant training provided by the Council and others.

Category A Activities

- These include day visits which do not involve adventurous activities, journeys, sporting and physical education activities and environmental studies for which the element of risk is similar to that encountered in daily life. These are internally verified, endorsed by the Principal and held on the college trips and visits database.

A summary of the programme for the following categories of visits, together with a risk assessment, is sent via the Evolve website to the Advisor for Outdoor Education, Devon Education Services, for endorsement:

Category B Activities

- Hazardous outdoor and adventurous activities

Category C Activities

- Visits abroad
- Activities where there is significant concern about health, safety and welfare.

2.2 The trip leader:

- Has overall responsibility for the supervision and conduct of the visit or activity;
- Obtains approval before any off-site visit or activity is advertised to students and takes place;
- Follows policy and procedures of the Council and the College;
- Assesses the risks involved and develops standard operating procedures to ensure that all risk management planning is fully up to date.
- Uses the College planning checklist to ensure all procedures have been followed;
- Informs students and parents about 'Code of Conduct' in place including notifying them that all behaviour will be within guidelines laid down by the College Behaviour Management Policy 2017;
- Ensures that there is an up to date SOE5 form for any charitable or private facilities being used for adventurous or residential activities. This will be either be held on file by Devon County Council or the will need to be sought by the Trip Leader.
- Informs parents fully about the visit and gains their consent, where appropriate;
- Reassesses risks while the visit or activity takes place;
- Ensures there is a contingency plan should a significant change to the programme be necessary due to weather etc.
- Understands and agrees to enact the Critical Incident Action Plan if required.
- Reviews medical information sheet to identify risks associated with individual students.

2.3 Responsibilities of additional team members, volunteers and parent helpers taking part in visits and off-site activities

- Are DBS (Disclosure Barring Service) checked where necessary and have completed the College online safeguarding and child protection course. It is not necessary to DBS check people who only have contact with students on an ad hoc or irregular basis for short periods of time, e.g. volunteers or parents who only accompany staff and students on one-off outings or trips that do not involve overnight stays, or who only help at specific events. However, the Trip Leader agrees that the aforementioned team members will not be left unattended with students at any time.
- Assist the Trip Leader to ensure the health, safety and welfare of young people on the visit;
- Are clear about their roles and responsibilities whilst taking part in a visit or activity;

- Are briefed on the relevant areas of the Critical Incident Action Plan, including what to do if there is a 'Teacher Down' scenario

2.4 Responsibilities of Students

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

Students should:

- Avoid unnecessary risks;
- Follow instructions of the Trip Leader and other members of staff;
- Behave sensibly, in accordance with the College Behaviour Management Policy 2017;
- Inform a member of staff of significant hazards;
- Must attend meetings arranged by trip organisers. Failure to do so may disqualify them from being eligible for the trip.
- Follow the guidance of their Trip Leaders in regards to what to do in a Teacher Down Scenario and how to enact safety procedures as detailed on their Student Emergency Action Card.

2.5 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 and the College Behaviour Management Policy 2017;
- Inform the trip leader about any medical, psychological or physical condition relevant to the visit;
- Provide an emergency telephone number where they can be contacted;
- Sign the 'Permissions / Agreements booklet' at the beginning of each year;
- Attend or send representative to briefing meeting arranged by trip organiser. The trip organiser retains the right to disqualify students from the trip if Parents / representatives do not attend.

3. The provision of training and information

A copy of this policy and associated college procedures are made available to all staff within the college who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

The Assistant Principal makes additional information and training available to staff to help ensure the safe management of off-site activities, including the Devon policy booklet "Outdoor Education, Visits and Off-Site Activities: Health and Safety Policy (Sept 2016)".

The Assistant Principal, Educational Visits Coordinator and Devon County Council Advisor maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

4. Action in the case of emergency

The Principal and Assistant Principal ensure that relevant emergency arrangements are in place (see Critical Incident Pack 2017), known to staff and in line with Council policy for category B and C activities, to cover the range of activities undertaken from the College and the times at which they take place. This includes a minimum of two emergency contact numbers for designated senior members of staff or the governing body out of hours. First aid provision and training of staff is in accordance with good practice.

5. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities are reported and recorded in accordance with the College health and safety policy. Devon County Council is informed of notifiable accidents and incidents. Accidents and incidents are subsequently reviewed within the school to identify any learning points.

6. Monitoring and review policy and practice

The Senior Leadership Team and the Governing Body review this policy:

- Every two years
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities.
- Should significant issues be brought to the attention of the Governors through the report of the Principal.

7. Voluntary Contributions

Voluntary contributions may be sought of activities during the College day which entail additional costs (eg field trips). A student is not prevented from participating because parents cannot or will not make a contribution. If insufficient funds are available the activity may be curtailed or cancelled.

7.1 *Optional activities outside of the College day*

We may charge for optional, extra activities provided outside of the College day, eg football club, theatre visits.

7.2 *Education partly during the College day*

If a non-residential activity happens partly inside the College day and partly outside of it, there is a voluntary charge if most of the time to be spent on the activity falls within the College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges may be required.

7.3 *Residentials*

Charges are made for board and lodging

7.4 *Minibus*

Under the Department of Transport Minibus Permit held by the College, only students of the College, College staff or parents may be charged for travel in the minibus. Charges are intended to cover only actual costs incurred, including depreciation. Other organisations using the bus must have their own permit.

7.5 *Calculating Charges*

When charges are made for any activity, whether during or outside of the College day, they are based on the actual costs incurred, divided by the total number of students participating and factoring in a small contingency for non-payment in extenuating circumstances to ensure that the trip is still financially viable run.

7.6 *Financial Assistance*

Students whose parents are in receipt of eligible benefits may apply for financial relief from the Grant Aid Fund administered by the Deputy Principal (Student Welfare)

- Income support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the immigration and Asylum Act 1999; or

- Child Tax Credit (providing that they do not also receive Working Tax Credit and have annual income that does not exceed the free school meal threshold as set by the Inland Revenue)
- Universal Credit (when applicable)

8. Monitoring and review policy and practice

This policy is reviewed every two years by the Senior Leadership Team and the Governing Body or at such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities.

Ratified by the Governing Body
4th July 2017

Guidance on Dealing with Incidents

1. Background

Critical incidents on trips are thankfully rare. Minor incidents of behaviour or minor accidents are dealt with on the trip. It is advisable that staff who are leading a residential agree in advance to a set of suitable sanctions based on the College Behaviour Management Policy 2017 e.g. withdrawal from the next day's activity, accompanying staff for the day, sitting with staff on the coach etc. It is important that these possible sanctions are communicated to parents and students at meetings before the trip departs. If any significant misdemeanours or accidents do occur parents must be informed.

Although circumstances will vary, in the case of a critical incident involving behaviour or injury, the trip leader has regard to the following:

2. Guidance for Trip Leaders

Enact all relevant guidance set out in the Critical Incident Pack

This will include taking the following actions:

- 2.1 Make contact with the senior member of staff at the College in order to discuss next steps.
- 2.2. In the case of a minor incident or injury, contact with parents is time-consuming but of paramount importance: a failure to do this can cause unnecessary distress and on-going problems when the trip returns to College. The amount of contact will depend upon the severity of the incident: do not assume that parents and children will make direct mobile contact – you must take this responsibility yourself. It is always best for staff to contact the parents first rather than the student.

In the case of critical incident, the trip leader must contact the back at base contacts who will coordinate all levels of communication, including contact with parents. It is vital that all steps laid out in the Critical Incident Pack are followed but if for any reason Trip Leaders are unable to gain access of this pack during an emergency contact 999 / 112 as well as the College on 01548 852 641 ext 155 / 100.

- 2.3. Keep written notes of the incident including significant actions taken by you/other agencies, dates, times, brief content of all relevant communications. Do not in any circumstances give any comment to reporters.

3. Guidance for Senior Members of Staff

Enact all relevant guidance set out in the Critical Incident Pack

See 'Critical Incident Senior Leader Action Card

AND

Appendix- Emergency Plan

4. On return from the trip:

4.1 Any disciplinary issues with students need careful handling: a lot of work may need to be done with parents in order that they fully understand the pertaining circumstances. At a minimum, meet or have a telephone discussion with parents before taking a decision on any further disciplinary sanctions.

4.2 In the event of an incident, ensure that offers of support and counselling are made to staff and students.