



**GEORGE
SALTER
ACADEMY**

Policy for the Management of Education Visits

Agreed by/on behalf of LGB: 8th July 2015

Review: Summer 2016

Signature (Chair of Governors):

George Salter Academy

Policy for the Management of Educational Visits

1. Provision of Employer Guidance

In addition to this policy the Academy has adopted the Ormiston Academies Trust Policy for the Management of Offsite Visits and Related Activities (PMOVRA). The Academy has also adopted the Outdoor Education Advisor's Panel – Employer Guidance for the Management of Outdoor Learning (EG), Offsite Visits and Learning Outside the Classroom (LOtC). The EG guidance can be found on the following web site: www.oeapeg.info

It is a legal expectation that employees must work within the requirements of PMOVRA and EG, as well as the requirements of this Policy.

2. Scope and Remit

The EG document "**Basic Essentials – Status, Remit and Rationale**" clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of Educational Visits and Learning Outside the Classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

This Policy also relates to the Academy's Health and Safety Policy and the Academy's Emergency Plan.

3. Ensuring Understanding of Basic Requirements

As an employer, the Academy is required to ensure that its employees are provided with

- appropriate guidance relating to visits and LOtC activity;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from an appointed Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The relevant training courses for George Salter Academy are:

1. Educational Visit Coordinator (EVC) Training - There is a trained EVC in post, this is Mrs C Crozier.
2. Educational Visit Coordinator (EVC) Revalidation – The trained EVC undertakes a formal revalidation from time to time.
3. Group Leader Training – this course is strongly recommended for all those who lead visits and off site activities.

Where an employee experiences problems with finding material that they are looking for, or require clarification or further help and guidance, they should contact the Educational Visits Coordinator (EVC), or the **Outdoor Education Adviser**. The Academy is part of the Omiston Offsite provision

The Outdoor Education Advisor for the Academy is:-
Ken Hutson
Offsite Education Limited
enquiries@offsite-education.co.uk
01482 632529/07748 763368

4. Approval and Notification of Activities and Visits

The Academy uses an online system for notification and approval called Evolve. It is a requirement that Group Leaders use the Evolve system; for advice and help using the system, the Group Leader should contact the EVC.

All visits are the responsibility of the Academy to approve and the Outdoor Education Adviser will review the approved plans for overseas residential and visits that include adventurous activities, this also includes Duke of Edinburgh expeditions.

5. Risk Management

The Academy has a legal duty to ensure that risk assessments are undertaken for each offsite activity. The risk assessment will reduce risk to an “acceptable” or “tolerable” level - and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, workshop or manufacturing process. The EVC is able to provide support and assistance with regards to completing risk assessments to Group Leaders.

The risk management of an activity should be informed by the benefits to be gained from participating staff and students. The starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating in an activity provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. HSE endorse this approach through their “**Principles of Sensible Risk Management**” and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. An Offsite Risk Assessment form is available for staff to use from the EVC.

6. Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;

- is at serious risk;
- or has gone missing for a significant and unacceptable period.

The Academy has an Emergency Plan in place for dealing with such incidents and members of SLT have received training.

7. Monitoring

The Academy ensures that there is sample monitoring of the visits and LOtC activities undertaken by its staff. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the EVC. The persons undertaking this monitoring will be the Senior Manager (with responsibilities for health and safety)/and or the EVC.

8. Assessment of Leader Competence

It is an expectation that all leaders and assistants have been formally assessed as competent to undertake such responsibilities. This process will be through their SLT link, the EVC, Senior Management (with responsibilities for Health and Safety), the Principal and through prior offsite experience. Staff should maintain their training and qualifications on their own profile within Evolve. It is Academy policy that a member of SLT where possible will always accompany overseas residential visits.

9. Role-specific Requirements and Recommendations

Employer Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found the establishment. These are:

1. Local Governing Body
2. Principal
3. EVC
4. Group Leader
5. Assistant Group leader
6. Volunteer Adult Helper
7. Parents

10. Charges for Off-site Activities and Visits

The Academy takes into account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

11. Vetting and DBS Checks

Members of staff who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:

- *frequently* is defined as "once a week or more";
- *intensively* is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

12. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- Distance away from the base

13. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. A pre visit is required for visits where there is a high complexity factor and the visit has not happened previously, whenever this is reasonably possible.

Residentials, visits abroad, exchange visits; adventure activities led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit.

It is good practice for Group Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

The Academy takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

14. Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and the academy holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity. The academy also holds Public

Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of members of staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.