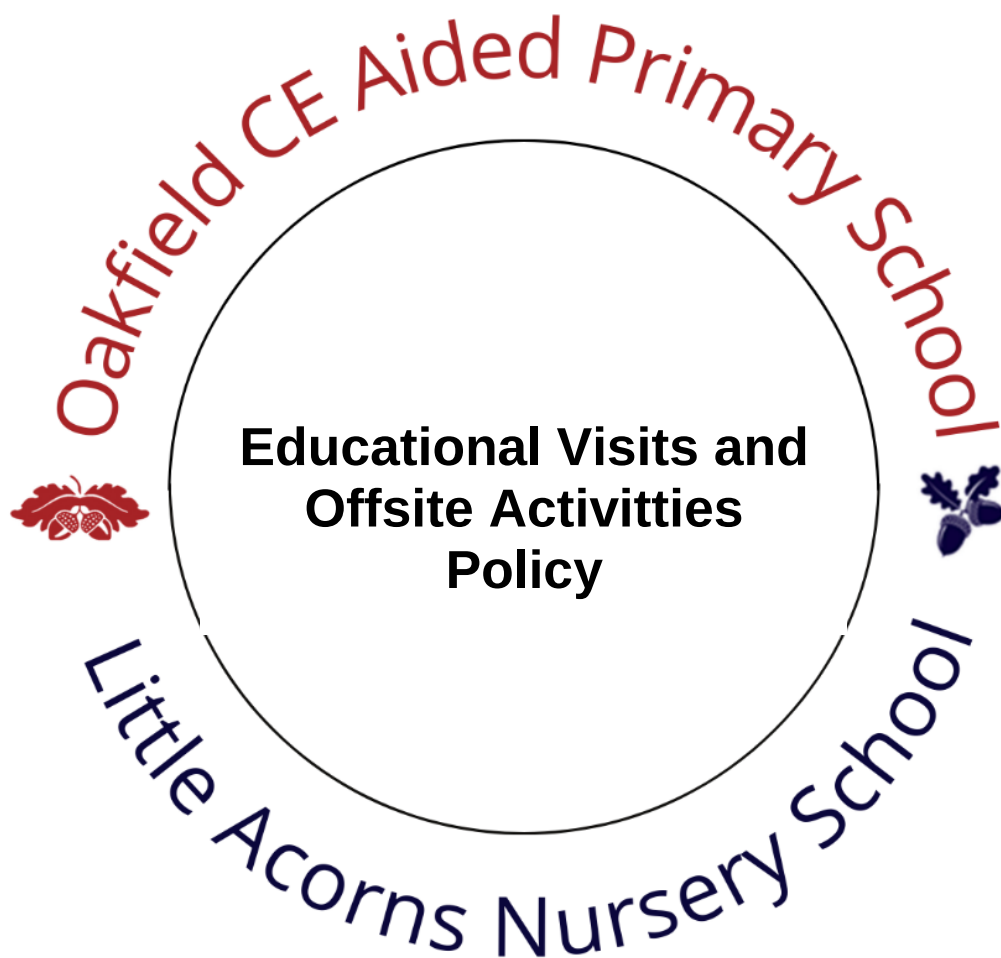




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Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	December 2025

Signed:

Chair of Governors

Signed:

Headteacher

Date: 12th December 2023.

REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
1	12/12/23	TMT	FGB	Section 1. Updated EVC to Miss Samantha Rea Corrected minor typos throughout.

All the governors and staff at Oakfield CE Primary School are committed to sharing a common objective to help keep the children and staff safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school. This policy should be read in conjunction with the schools Safeguarding and Child Protection Policy which can be found on the school website.

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1. INTRODUCTION

This policy provides guidance to Oakfield CE (Aided) Primary School for off-site activities for pupils as part of the school curriculum. The health and safety of all involved in the activity is paramount, and as part of the planning for the activity, a full assessment of the hazards will be undertaken to identify and control risk to those participating in all school trips and activities.

It is essential that every person involved in the planning and running of “Off-Site” activities is familiar with and understands the guidance.

The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of pupils. Under statutory guidance which came in to force on 1st March 2004, all schools are required to have a named Educational Visits Co-Ordinator (EVC) who will ensure that the planning and supervisions of all visits and adventurous activities meet the DfE Requirements and local authority (LA) guidelines.

The EVC named personnel at Oakfield is: Miss Samantha Rea

The Local Authority (LA) are contracted by us to support on all health and safety matters. Approval of off-site visits is co-ordinated through the use of EVOLVE (school trips IT support programme) and supported by Hampshire (LA) Outdoor Education, PE and DofE Service.

2. DEFINITIONS

“Off-Site Activity” refers to all educational visits, activities and holidays arranged by the school, which take place outside the boundaries of its premises.

The “Educational Visit Coordinator” (EVC) is the person within the school responsible for approving all off-site activities and educational visits.

The “Activity Organiser” is the person planning the activity.

The “Activity Plan” is the document that includes all risk assessments, certificates, medical information and contact details so that the activity can be conducted safely.

The “Group Leader” is a person who has responsibility for some or all of the participants in the activity. The Group Leader may or may not be an employee of the school.

3. LEGAL FRAMEWORK

Although the guidance document “Health and Safety for Pupils on Educational Visits (HASPEV)” (DfEE, 2011) has been withdrawn, much of the guidance has not been superseded and as such remains current. This document follows the principles laid down in HASPEV.

- Health & Safety: responsibility for all duties for schools (Nov 18)
- Health and Safety Executive (HSE) guidance on children’s play and leisure
- National Guidance for the Management of Outdoor learning, off-site visits and outside the classroom

Under the Health and Safety At Work Act 1974, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty of care to ensure, so far as is reasonably practicable, the health and safety of others on their premises or anyone who may be affected by their activities. By definition, the school as a provider and employer has a duty to its staff, pupils and to members of the public who may be affected by Off-Site Activities.

The Management of Health and Safety At Work Regulations 1999 require employers to:

- assess the risks of their activities
- implement measures to control those risks
- tell their employees about these measures

Under health and safety legislation, employees must:

- take reasonable care of their own and others' health and safety
- co-operate with their employers over safety matters
- carry out activities in accordance with training and instructions
- inform the employer of any serious risks

4. "IN LOCO PARENTIS"

Schools have a common law duty towards pupils under the age of 18 known as "in loco parentis".

Brown v Nelson and others [1971] LGR 20 found that schools have a general duty to take reasonable steps for the safety of those under their charge and that they "discharge their duty of care if they know the premises and if the premises are apparently safe, and if they know that the premises are staffed by competent and careful persons."

This means that teaching staff must take the same care of their pupils both on and off-site that a parent would take in the same circumstances. A breach of this duty of care leading to injury to a student will be seen as indicative of negligence.

The principal of "in loco parentis" applies to all members of staff, including non-teaching staff, who take responsibility for school pupils. Voluntary supervisors are also covered by this, although the law would expect a higher standard of care from the professionals because of their training and experience.

5. PREPARATION OF THE ACTIVITY PLAN

EVOLVE is the primary system for off-site activities, advice, support, preparations and guidance, and is used by the school in conjunction with Hampshire Services.

The website provides a comprehensive library of advice and guidance documents including all sports, adventurous activities, travel safety, serious incident reports and insurance. The EVOLVE process ensures all aspects of an off—site visit are properly assessed, planned and supported.

6. HEALTH AND SAFETY AND EQUAL OPPORTUNITIES

The Activity Organiser and EVC must seek advice on health and safety issues from their chosen provider prior to the submission of and final authorisation of the Activity Plan. The health and safety provider does not have the power to authorise or stop the activity as this responsibility rests solely with the Headteacher. Every effort will be made to ensure all details are available and accessible to all who wish to participate, irrespective of their protected characteristic as defined by the Equality Act 2010: age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

7. INSURANCE

The Activity Organiser must ensure that adequate insurance arrangements remain in place. Additional arrangements may be necessary to obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The school is registered with EVOLVE where this service is provided.

8. TRANSPORT

When arranging the hiring of vehicles and drivers, the Activity Organiser will check that the company used has appropriate insurance cover by obtaining written confirmation that the insurance policy applies to all people using the vehicle and all activities and journeys that are undertaken.

Privately owned vehicles should not be used unless in an emergency situation. Any staff or volunteers using their own vehicles must provide proof that their vehicle is safe, has a current MOT certificate and road tax and that their insurance covers them for business use. Approved providers on EVOLVE already have this detail confirmed.

9. HAZARDOUS ACTIVITIES

Hazardous activities must be led by appropriately qualified, competent and experienced staff. It is acceptable to use Group Leaders who are not employed by the school, but it is the responsibility of the Activity Organiser to ensure that all Group Leaders are checked for competence, experience and their qualifications are verified. All Group Leaders should have had an enhanced DBS check done in the last 3 years, and proof of that check should be obtained either directly from the Group Leader if self employed or in the form of a declaration from the employing company. The declaration should list the employees acting as Group Leaders, date of DBS check and whether any issues were raised on the check.

10. SUPERVISION RATIOS

It is important to have a suitable ratio of Group Leaders to pupils for any visit. As a guide there should be 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio); 1 adult for every 10-15 pupils in school years 4 to 6, although the nature of the activity will determine ratio.. When determining the ratio for a specific activity, consideration should be given to the following factors:

- sex, age and ability of the group
- pupils with a disability / learning difficulty
- nature of activities
- experience of adults in Off-Site supervision
- duration and nature of journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of students
- first aid cover

Where groups include pupils of both sexes, these must be accompanied by both male and female staff, with the following exceptions:

- where an activity involves a small group on an activity lasting less than 24 hours, and not involving an overnight stay
- where appropriate adult help is available at the group's venue and only the journey involves the presence of adults of one sex
- where an activity involves pupils working without direct supervision

It is acknowledged that there are occasions when it is appropriate for pupils to work in situations where they are not directly supervised in order to explore, however briefly, a carefully and clearly defined area. In such cases, particular care must be taken to ensure that pupils are appropriately trained, briefed and experienced for whatever is involved.

There must be appropriate emergency procedures and pupils must have the knowledge and ability to use them. Precisely what procedures are necessary depend upon the particular circumstances but these must be considered and agreed prior to undertaking the activity.

11. FIRST AID PROVISION

Details of first aid provision should form part of the Activity Plan. There are no defined numbers of qualified first aiders that should be available on an activity, although consideration should be given to:

- numbers in the group and the nature of the activity

- likely injuries and how effective first aid would be
- distance to nearest hospital

Whatever decision is made, first aid should be available and accessible at all times.

12. ADVENTURE ACTIVITIES USING LICENSED PROVIDERS

When planning to use adventure activity facilities offered by a commercial company or by a local authority, the group leader should check:

- whether the provider is legally required to hold a licence for the activities it offers and, if so,
- that the provider actually holds a licence.

A licensed provider does not necessarily have to hold a licence for all its activities. Other activities may be accredited under non-statutory schemes. The provider can give information on what activities are licensed. EVOLVE lists all providers approved by Hampshire County Council.

It is illegal for a provider of licensable status to offer a licensable activity without a licence. The Adventure Activities Licensing Authority (part of the HSE) can check on the licence status of a provider. Their contact details are as follows: <https://aala.hse.gov.uk/aala/>

13. ADVENTURE ACTIVITIES USING NON-LICENSABLE PROVIDERS

Not all providers are required to hold a licence. Not holding a licence does not imply a lack of competence or disregard for safety.

If proposing to use a non-licensable provider, the Activity Organiser should ensure that the provider is vetted for any potential health and safety issues.

15. EMERGENCY PROCEDURES

A member of the SLT should be appointed to act as the group's contact out of school hours. This person should have a copy of the Activity Plan.

Guidance that in any emergency procedure should instruct the Group Leaders to:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- ensure that casualties are accompanied to hospital by a member of staff
- notify the police if necessary
- inform the school contact
- notify insurers
- notify the provider/tour operator
- ascertain telephone numbers for future calls
- write down accurately all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident
- complete an accident report form as soon as possible
- no-one in the group should speak to the media
- no-one in the group should discuss legal liability with other parties

The main factors for the school contact to consider include:

- ensuring the group leader is in control of the emergency and establishing if any assistance is required from the school base

- contacting parents and keeping them as well informed as possible at all stages of the emergency
- liaise with the Headteacher
- the reporting of the incident using appropriate forms if necessary (RIDDOR)
- escalation for significant incidents such as coach, train, airplane crashes, hotel fires, etc.

In the event of an emergency, the Group Leader should contact the Headteacher or Business Manager. The Headteacher/Business Manager will report the emergency and should ask for the 'Emergency Management Duty Officer.'

The emergency planning team contact 24 hours number (Wightcare) 01983 821105. EVOLVE has full details of serious incident procedures.