

Honiton Primary School

Policy for the Management of Outdoor Education, Visits and Off-Site Activities

Summary of key changes for 2024	Date:
<p>Policy reviewed in line with release of September 2024 OEVOSA*, LA model off-site visits primary policy 2024 and LA Guidance on planning an offsite visit 2024.</p> <p>All dates in policy and SOPs** now refer to OEVOSA 2024 rather than 2022</p> <p>*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy **Standard Operating Procedures</p>	16.9.24
<p>7. Responsibilities of parents</p> <p>Honiton Primary School have decided that all off site visits require an individual consent form for each trip through our payments software – this ensures consent is provided in accordance with the requirements of OEVOSA.</p>	
<p>8.1 Risk assessment</p> <p>Using LA template, a new SOP has been produced for Alternative Provision. This template more accurately reflects the arrangements when pupils are taking part in off-site alternative provision.</p>	16.9.24
<p>8.1 Risk assessment</p> <p>Guidance has been produced regarding the inclusion of pupils in off-site visits where their behaviour causes concerns regarding their safety or the safety of others. Schools should make it clear in the 'offer' to parents that participation is not guaranteed and is subject to acceptable behaviour. Page 5.</p>	
<p>8.1 Risk assessment</p> <p>Adjusted wording to make clearer the risk assessment process and SOPs in place.</p>	
<p>8.3 Risk assessment</p> <p>Wording changed to reflect changes in model SOPs from the local authority on the basis set out below:</p> <p>The SOP templates have been amended to remove the need for Visit Leaders to insert a signature. The statement about the SOP being sufficient/insufficient has been removed as following completion the SOP should always be 'sufficient'.</p> <p>For each visit/activity, any additional control measures needed should be added in the enhanced risk assessment column of the SOP document.</p>	
<p>8.6 Risk assessment</p>	

New section on behaviour, visit participation and payment	
<p>Adjusted wording to make clearer the Visit leader to EVC to Head Teacher review and approval chain.</p> <p>12.1 The Headteacher and EVC (who both review visits at Honiton Primary School) will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.</p>	
Woods Marshmallow toasting SOP amended to now refer to Marshmallow/cinnaomon and sugar apple toasting on sticks to reflect new but similar activity in terms of risk assessment.	

1. Introduction

- 1.1 This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteacher are responsible. The school endorses the Devon County Council /Torbay Council policy document “*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024*” (OEVOSA) as the basis for the school’s policy for the management of visits and off-site activities.
- 1.2 The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Honiton Primary School.
- 1.3 This policy also complements and should be read in conjunction with the school’s Health & Safety and Safeguarding Policies.

2. Responsibilities of the Headteacher

- 2.1 The Headteacher will:
 - ensure all visits and off-site activities have specific and appropriate educational objectives.
 - have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
 - ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
 - ensure that there is a suitably experienced and competent Educational Visits Coordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
 - ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
 - provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
 - ensure that, for all off-site visits and activities, risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.
 - Ensure that all volunteers should be subject to DBS checks when they have regular or unsupervised contact with young people. Under no circumstances should staff or volunteers, in respect of whom no checks have been obtained, be left unsupervised or engage in regulated activity with pupils.

3. Responsibilities of the Educational Visits Coordinator

- 3.1 *Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Ross Hasler (Assistant Head).*

Sarah Nicholas (Deputy Head) and Sam Ayres (PE coordinator) are also EVC trained and will update their training annually

- 3.2 *The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).*

- 3.3 *The functions delegated to the EVC are:*

- to be the Headteacher's contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to work with the Headteacher, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
- to manage the updates on the Evolve website, including updating staff lists and training records which will be carried out by a designated member of the administration team (Heather Teasdale).
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.
- Ensure that all volunteers should be subject to DBS checks when they have regular or unsupervised contact with young people. Under no circumstances should staff or volunteers, in respect of whom no

checks have been obtained, be left unsupervised or engage in regulated activity with pupils.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks dynamically during the activity and make adjustments accordingly.
- Ensure that all volunteers should be subject to DBS checks when they have regular or unsupervised contact with young people. Under no circumstances should staff or volunteers, in respect of whom no checks have been obtained, be left unsupervised or engage in regulated activity with pupils.
- Visit leaders must obtain authorisation from the Headteacher on the HPS Trip costing sheet first if a cost is involved to parents and/or the school.

5. Responsibilities of Additional Members of Staff Taking Part in Visits and Off-site Activities

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of Pupils

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

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

7. Responsibilities of Parents

7.1 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
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA.
 - Honiton Primary School have decided that all off site visits require an individual consent form for each trip through our payments software – this ensures consent is provided in accordance with the requirements of OEVOSA.
- Ensure that they drop off and meet their child at the communicated location and time and that if they have delegated this to someone else that the visit leader has been informed of this prior to the visit.

8. Risk Assessment

8.1 The school is committed to providing a wide variety of outdoor activities and visits designed to challenge and develop young people. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently 10 SOP documents for various categories of visit. These are:

- Day visit walking from school establishment
- Day visits using transport
- UK residential visits
- Category B visits where adventurous activities are led by school staff
- Visits involving alternative provision

- Woods visit with marshmallow /cinnamon and sugar apple toasting.
- Woods visit a lit campfire
- Woods visit with cooking on a lit campfire
- Woods visit with fire lighting for pupils
- Woods visit with the use of a kelly kettle

The standard operating procedures will also be reviewed by the EVC and Governing board as set out by the timeframes and criteria in 13.2

- 8.2 These outline the minimum control measures that will apply to all such visits and off-site activities and have been drawn up by the Headteacher, EVC and other Senior Leaders. They will be brought to the attention of anyone undertaking the role of Visit Leader.
- 8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, any additional control measures needed should be added in the enhanced risk assessment column of the SOP document. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class and how these will be managed.
- 8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment. Adventurous Activities Led by School Staff Risk Assessment.
- 8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.
- 8.6 Schools can sometimes be faced with a situation where a pupil's behaviour presents risks to themselves or others, and/or falls foul of the school's Behaviour Policy but the school faces financial penalties from travel companies or external providers if the pupil is removed from the visit.

In such cases, a pupil's previous pattern of behaviour will be used to inform the decision on whom to accept on a place. Any such conditions of acceptable behaviour should be included within the terms & conditions of payment and that acceptance on the visit is subject to a pupil's compliance with the school's Behaviour Policy and that application, providing consent and making payment alone does not guarantee a place.

Furthermore, if once accepted and prior to the visit taking place, the pupil's behaviour breaches the school's Behaviour Policy then the school reserves the right to remove the pupil from the visit and withhold any monies paid by parents/carers if they are non-refundable to the school as part of the travel company's or external provider's own booking terms and conditions.

Any such decisions taken by the school, will be in line with the school's Behaviour Policy, and comply with The Equality Act 2010 and SEND legislation.

9. Approval of Off-site Activities

9.1 The Headteacher will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

9.2 There are 3 categories of visit:

Category A:

- Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
- Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

- Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
- Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
- Adventurous residential visits to outdoor centres etc.

Category C:

- Visits of all types outside the UK

9.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the review and approval by the EVC then Head Teacher ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

9.4 The policy of Honiton Primary School is that Category A visits will also be uploaded to the Evolve system to allow Governors, the Headteacher and the EVC to review and monitor the management of all off-site visits.

9.5 The policy of Honiton Primary School is that visits to the Woods on the school site will be uploaded to Evolve and the specific 'Woods' standard operating procedures and risk Assessment(s) relevant to the activity/activities in Appendix A will be reviewed and completed. Permission slips are not necessary for visits to the Woods as the visits take place on site during school hours.

10. Safeguarding

- 10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- 10.2 Arrangements should be in place to enable contact with the school's Designated Safeguarding Lead outside normal school hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the Visit Leader) in case the safeguarding concern is about the Visit Leader.

11. The Provision of Training and Information

- 11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Evolve system.
- 11.2 The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher and records of qualifications will be uploaded to the Evolve system.

12. Action in the Case of Emergency

- 12.1 The Headteacher and EVC (who both review visits at Honiton Primary School) will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with establishment policy arrangements. Accidents and incidents will subsequently be reviewed to identify any learning points.

13. Monitoring and Review

- 13.1 School leaders will monitor the application of this policy in operational practice by
 - Naming a designated Governor who has responsibility for monitoring

- Name: *Name tbc - no longer Yvonne Tolhurst*
- monitoring visits annually which involve meeting with the EVC and Head to discuss and review operational application.

13.2 This policy will be reviewed:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After a significant incident

14. Submission of Visit Form Timescales

Visit leaders must obtain authorisation from the Headteacher on the HPS Trip costing sheet first.

Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

- Internal visits to the HPS woods: minimum 2 weeks
- Category A Day Visits: minimum 4 weeks
- Category B Adventurous Day visits: minimum 4 weeks
- Category A Residentials: minimum 3 months
- Category B Residentials: minimum 3 months
- *Category C Overseas visits*: minimum 6 months.

	Name	Date
Approved by the Governing Body:	<i>Governor tbc - no longer Yvonne Tolhurst</i>	
Approved by the Head Teacher:	<i>Christopher Tribble</i>	
This policy should be diarised to be reviewed in Sept. 2026 when the LA policy is next updated		