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**Pupils Offsite and COPE Policy**

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| Date of Last Approval/Revision | January 2021 |
| Review interval (years) |  |
| Approval/review body | SLT |
| Date of next review |  |
| Public File location | Staff Handbook |

This policy gives guidance to the staff on the school’s procedures which must be adhered to for all pupils going offsite. It will cover the reasons pupils may be required to leave the school site, the paperwork which must be completed and any other procedures which the school expect adhering to for the safeguarding of the pupils.

It should be read in conjunction with:

* Safeguarding Policy
* Health and Safety Policy
* Teaching and Learning Policy
* SMSC Policy
* Behaviour & Relationships Policy
* Staff Code of Conduct Policy
* Managing Medical Needs Policy

For additional support and guidance please contact Derek McDonald, Health and Safety Manager for Stockton Local Authority.

**Introduction**

We believe that children and young people who attend Bishopton deserve a rich and innovative learning experience whilst they are with us. The Governing Body, Co-Headteachers and school staff see great value in providing children and young people access to off-site learning activities, which can supplement and enrich the curriculum provided by the school and promote independence of our pupils enabling them to grow and develop in new learning environments. For the purposes of this policy, all off-site learning provision is described as follows:

*Off-site learning provision is an activity or activities arranged by the school which take place outside of the school grounds and can consist of educational day trips, residential field trips, placement in an external training provider for a period of time, work experience and extended work experience placements and our Castle Outdoor Programme of Education (COPE).*

Safeguarding children and young people in our care is a number one priority therefore, in this policy, we seek to establish a clear and coherent structure for the planning, preparation, implementation, monitoring and evaluation of all off-site provision to ensure that any risks are minimised and managed effectively and that the children and young people are getting a quality assured learning experience.

The main legislation underpinning this policy is:

* The Health and Safety at Work Act 1974,
* Management of Health and Safety at Work Regulations (1999)
* The Adventure Activities Licensing Regulations (2004)
* Activity Centres (Young Person’s Safety) Act (1995)
* Children Act (2004)
* Childcare Act (2006)
* Children and Families Act 2014
* Road Traffic Act 1988
* Transport and Works Act 1992

**Aims and Objectives**

The aim of this policy is to ensure that all staff have clearly defined procedures, which will ensure the safeguarding of our pupils whilst not in the school building and promote professional competence of staff participating in the trips and visits.

The aims and objectives of educating the pupils off site are:

* Provide extra-curricular activities that will extend the curriculum offer
* Develop pupils’ personal, spiritual, moral, social and cultural development
* Extend the personal horizons of our students through greater appreciation and understanding of the world and its peoples.
* Develop the self-esteem, personal responsibility, co-operation and respect of our students.
* Enhance practical problem solving and team working skills of our students.
* Improvement their ability to cope with change.
* Increase critical curiosity and resilience.
* Increase levels of trust and opportunities to examine the concept of trust.
* Improve achievement and attainment across a range of curricular subjects.
* Increase risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e., encouraging pupils to become more risk aware as opposed to risk averse.
* Greater sense of personal responsibility.
* Team working including enhanced communication skills.
* Improve environmental appreciation, knowledge, awareness and understanding of a variety of environments.
* Improve awareness and knowledge of the importance and practices of sustainability.
* Physical skill acquisition and the development of a fit and healthy lifestyle.
* Opportunities for pupils to develop life skills as appropriate for their own personal development

**Purpose**

The purpose of this policy is to:

* Summarise the procedures we use to plan, monitor and evaluate the Health & Safety and Quality Assurance of all off-site learning provision.
* Identify key roles and responsibilities between the school and the off-site learning provider.

**Definition**

This policy applies to all off-site visits (anywhere other than school grounds) and activities taking place both within and outside the timings of a normal school day.

**Procedures**

The Health and Safety Unit within Stockton on Tees Borough Council Local perform the role of Educational Visits Adviser, supporting educational establishments in their effective management of risks associated with a broad range of off-site and residential educational visits. The national guidance published by the [Outdoor Educational Advisers Panel](http://www.oeap.info/) is referred to, to ensure advice, arrangements and challenge provided to visit organisers is adequate and proportionate to respond to local, national and world events likely to affect visit participants, to safeguard all, as far as it is reasonably practicable to do so.

Bishopton PRU follows the guidance of the Educational Visits Advisory Service.

Whilst the Bishopton PRU policy should offer the first point of reference, it is the responsibility of staff organising and running school trips to be familiar with the local and national guidance, using it as required.

**Transporting Pupils**

Due to the nature of the Bishopton PRU it may be necessary to have to transport pupils for a variety of reasons. This is classified as a non-planned journey and notice periods may not be possible. A member of SLT must authorise the transportation of the pupil and the reasons for the journey. Prior to leaving site, the offsite safeguarding form must be completed and signed by a member of SLT. On leaving, the child must be signed out on the offsite register and an additional staff member must accompany the lead on the journey. If the minibus is being used for this journey, then the minibus log must also be completed.

**Application to run an off-site visit**

Before any activity is booked or organised, an application form and risk assessment must first be submitted to the School Senior Leadership Team. The Co-Headteachers will then decide as to whether the trip satisfies the aims and objectives, is adequately risk managed and whether the application is successful. On some occasions, the Co-Headteachers may deem it necessary to discuss the application with the governors.

A likely range of factors that need to be considered include:

• Assessment of any risk and safety considerations

• Potential disruption to student learning

• Staffing and curriculum implications

• Enrichment value

The visit organiser must ensure that the Designated Safeguarding Lead (DSL) or the Deputy Safeguarding lead, is aware of the trip and is ‘accessible’ for the duration of the trip.

If the DSL, or Deputy DSL is not accompanying the trip, accessibility may be achieved via mobile telephone, Skype or other suitable media. [DfE’s  [Keeping Children safe in Education](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf), P 61.]

**Educational Day Trips**

For each subject in the curriculum offered there may be a corresponding off-site learning activity or activities available to the pupils. Where Bishopton may plan an activity that would involve Caving, Trekking, Climbing or Water sports (on specified waters), we must ensure that the provider holds a suitable licence issued by the Adventure Activities Licencing Authority, as required by the Adventure Activities Licensing Regulations 2004.

Any member of staff wishing to take the pupils on an educational day trip will be known as the Group Leader, this will always be a teacher or other named adult identified by the Co-Headteachers and employed by the school.

Where it is reasonably practicable to do so, pre-visits should be carried out to assess the venue or host organisation’s suitability and to aid completion of trip risk assessments.

The Group Leader must complete the appropriate Approval Forms prior to the visit and complete a suitable and sufficient risk assessment capturing the journey, mode of transport, group management and emergency arrangements.

Consideration must be given to include any staff member’s health or medical issues that may affect the overall effectiveness of the safety management safeguards of the trip, i.e., known pre-existing conditions, or prescription or non-prescription medications that may affect the ability to drive or to function safely.

Trip risk assessments must also include contingencies for planned or unplanned stops, i.e., for lunch and/or toilet breaks (long journeys) or emergencies.

Bishopton understands that emergency stops may need to be implemented; however, the

Co-Headteachers or a member of SLT must be informed as soon as possible along with the reason.

Prior to attending the trip and after authorisation has been given, the Trip Safeguarding Form should be completed. This must be signed by SLT at least 2 days prior to the visit (unless in an emergency).

An emergency will be clarified by the Co-Headteachers or Assistant Headteacher.

Once the visit has taken place, it will be the responsibility of the Group Leader to gather feedback from the pupils, staff who accompanied the pupils and the provider and evaluate its effectiveness in relation to curriculum links, innovation and value for money. This will be fed back to both the Senior Leadership Team (SLT) and the Governing Body.

**Residential Educational Visits**

Bishopton recognises the great value in residential trips as they enable pupils to take part in a range of activities which develop a number of inter-personal skills, it gives pupils the opportunity to build effective relationships with both peers and staff as well as help improve such things as physical fitness, healthy lifestyle choices and skills for improving their own behaviour.

Residential activities are linked to the National Curriculum, so we do not make a charge for the education or cost of travel, we may; however, make a charge for board and lodging. This is at the

Co-Headteacher’s discretion.

The Group Leader will need to complete the Approval form, parent / guardian consent forms and inform the Educational Visits Adviser - Derek McDonald within the Local Authority of the residential visit. For all residential trips, the Local Authority require school to complete the application form for Residential Educational Visits Endorsement Request & Guidance found in the appendix of this document and to forward it to the Health and Safety Unit along with your risk assessment,  at least two weeks prior to departure.

The school reserves the right not to take a pupil away on a residential visit if we feel that his/her behaviour could compromise the safety and welfare of themselves, other pupils and staff. This would only happen in rare cases and the Governing Body would make a final decision.

**Supervision & Ratios**

The Group Leader of a visit must be an experienced teacher and must have experience of the type of visit being undertaken and be appropriately qualified and or registered if necessary (e.g., fell walking, climbing, mountain biking) It is important to have a high enough ratio of adult supervisors to students for any visit, to ensure that in the event of an emergency, sufficient adult supervisors remain available to look after unaffected pupils.

The following are guidelines for appropriate staffing ratios – however, these may alter dependant on the nature of the activity taking place, the environment and the individual cohort and should be agreed with the Co-Headteachers and/or Governing Body.

Bishopton PRU seeks to deploy a high supervision ratio for every trip with the exception of local visits where additional staff from school can be deployed to attend at short notice. Any other adult accompanying a groups of students from the Bishopton PRU must be DBS checked.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Ratio Staff : Pupils** | **Gender balance** |
| Day trip – local venue | 2:10 min | None |
| Day trip – outdoor adventurous | 3:10 min (dependent on activity and additional instructors). | None |
| Overnight -UK | 3:10 min | Mixed gender trips require male and female staff |
| Abroad | 3:10 min | Mixed gender trips require male and female staff |

*NB: Certain activities have specific ratios, i.e., caving and mountain biking is a 1:8 ratio*

There must be a minimum of one teacher in charge and every party member must know who is in charge.

In addition to the teacher in charge, there should be enough supervisors to cope effectively with an emergency.

When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad.

All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any students who may require closer supervision, such as those with special needs or those likely to cause trouble.

Group Leaders and Teachers remain ‘*in loco parentis’* at all times, including during host provider led activities.

**Risk Assessments**

All offsite visits must be accompanied by a suitable and sufficient risk assessment. Generic risk assessments have been included within the appendix; however, reliance on generic risk assessments should be avoided, supplemented where necessary with location / cohort specific risk assessments.

These must be read and understood by the Group Leader and any additional adults.

There should be no need to obtain copies of host provider’s risk assessments.

**Transport**

The school has three minibuses which are available for use to transport pupils for offsite visits. These must be booked in advance through an email to Julie Toth in advance of the offsite visit. Please do not assume that there are always buses available. There are clearly defined protocols for who can driver the minibuses (Appendix 1). Emergency procedures have also been identified for the driver of the minibuses and these must be carried with the offsite visit lead and minibus driver (Appendix 2).

Public transport may also be used for offsite visits. The cost of this needs to be considered and planned for in the offsite visit application. A risk assessment for the transport choice needs to be completed and parents need to be informed of the transport choice; logged on CPOMS.

Should the visit be local, and the visit leader chooses to walk to the destination, a full risk assessment should be completed and an outline of the route to be taken. Please ensure that footpaths are used, and general road safety is applied by staff and pupils.

**Driving own vehicles at work**

It is the responsibility of employees to ensure that their vehicle is always maintained in a roadworthy condition and that the road fund licence, MOT and insurance is current and active.

An additional adult must accompany employees transporting pupils to safeguard all parties.

Staff required to use their personal vehicles for use at work, must familiarise themselves Stockton Borough Council’s guidance for driving for work.

**Medical conditions and fitness to drive**

Employees must notify their manager in the event that they are not or may not be fit to drive because of a medical condition. Check with the Driver and Vehicle Licensing Agency (DVLA) if you’re not sure. All drivers should review their own day-to-day health in respect of their ability to drive safely, for example, if they are suffering from influenza or a migraine, or are taking medication that may impair their ability to drive safely. All drivers have a legal duty to satisfy the eyesight requirements in the Highway Code.

**Drugs and Driving Prescription medicines from 2nd March 2015**

From the 2nd March 2015 it is illegal in England and Wales to drive with certain illegal drugs in the blood, even if you’re not unfit to drive.

This offence has been introduced by the government to tackle the irresponsible few who continue to abuse drugs and drive and provides the police with new powers to tackle the issue.

It will also be illegal to drive with certain levels of certain legal drugs if the driver is unfit to drive.

Drivers should talk to their doctor about whether they should drive if they have been prescribed any of the following drugs:

* clonazepam
* diazepam
* flunitrazepam
* lorazepam
* methadone
* morphine or opiate and opioid-based drugs
* oxazepam
* temazepam.

Drivers can drive after taking these drugs if:

* they are not causing the driver to be unfit to drive
* The driver has been prescribed them and advised how to take them by a healthcare professional.

Drivers could be prosecuted if they drive with certain levels of these drugs in their body and they haven’t been prescribed them. If drivers are taking their medicine as directed and their driving is not impaired, then they are not breaking the law and there is no need to worry.

**It is the employee’s responsibility to inform their manager if they are taking medicines**

[ prescription or over the counter] **which affects their ability to drive safely.**

**Gastric illness prior to trips**

Public Health England advise that travellers should not join a residential trip unless 48 hours free of any symptoms of gastric illness or sickness and diarrhoea. Parents should be advised that medical evidence of the illness will be required to claim a refund of trip costs through Stockton-on-Tees Borough Council’s school travel insurance arrangements.

**First Aid**

For residential trips, at least one qualified First Aider must accompany the trip. For day visits, a local assessment of risk should determine whether a first aider is necessary to accompany the trip for the planned event/s. Best practice will be to try and ensure there is always a first aider on the trip.

Where students or staff that may require EpiPens or other automatic adrenaline injectors, or may require any other form of planned and prepared emergency intervention, at least one supervisor must be competent in the recognition of early onset symptoms and the administration of any emergency intervention and the summoning of emergency service assistance.

**Organising Payment & Finance**

The DfE guidance essentially divides educational visits into one of two distinct categories:

**Necessary:**

* mainly within the school day
* part of the National Curriculum
* part of a public exam syllabus
* statutory requirement relating to R.E.

**Optional Extra:**

* any activity not deemed necessary i.e., reward visit, laser-quest or cinema etc.

For necessary activities, Bishopton PRU may ask for a voluntary contribution from parents and carers. This is at the digression of the Co-Headteachers and must be discussed on application of the visit.

If a necessary activity includes a residential stay, the school may charge for the board and lodging element, although parents in receipt of certain benefits, including Income Support, may be exempt from the charges.

For optional extra activities, schools may charge the full cost, which may not include an element of subsidy to cover non-payment. Again, this is at the digression of the Co-Headteachers. Parents should be informed of the proposed cost of a visit and their agreement sought as early as possible.

Bishopton PRU cannot insist on payment and requests for money should be stated as contributions.

All money collection and payment procedures should be coordinated through the finance office. In general staff should not collect money from students unless previously arranged with the finance office.

Any students taking part in a visit during school hours whose parents are unable to afford the cost of the trip should be allowed to participate. They may apply in writing to access a possible bursary.

During residential trips colleagues may wish to set up a banking facility available to students to avoid loss of spending money. However, staff cannot be held responsible for this money.

If students have disabilities which require more expensive transport facilities, they should be charged the same as the other students and the difference should be found in the school fund or from the Local Authority.

**Parental / Guardian Consent & Medical Information**

The OEAP national guidance states that schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours, and which are a normal part of a child’s education, such as local studies and visits to a museum or library

etc. (Education Act 2002 section 29).

As a progress of good practice, all parents/carers sign a blanket consent for their child to be involved in offsite visits during the admissions meetings. These are then kept in the child’s individual files.

While parents do not have the option to withdraw their child from the school curriculum, it remains good practice to inform parents that a visit or activity is to take place. Whenever a child is taken offsite by a member of Bishopton staff, verbal consent must be obtained and recorded on CPOMS.

Consent is required for all visits organised by establishments other than schools.

Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Information collected is confidential and should be treated with discretion. Written information is required for all members of the party (including supervisors):

• written consent for anyone under 18

• emergency contacts: name, address and telephone numbers of next of kin

• medical information (IHCP and Medication Audit Form)

• special Needs and dietary requirements

• other information e.g., religious and cultural issues

All consent forms must be scanned and uploaded to the individual pupils CPOMS record and records of any telephone conservations with parents should also be logged on CPOMS.

Parents should be informed in writing of any offsite activity for every trip or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. In these cases, a courtesy call should be made to the parent to inform them that their child will be offsite, the venue and the purpose. This phone call should be logged on CPOMS.

Before residential visits where students are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would.

If parents withhold consent absolutely the student must not be taken on the visit, but the curricular aims of the visit should be delivered to the student in some other way wherever possible.

If the parents give a conditional consent the Co-Headteachers or Assistant Headteacher will need to consider whether the student may or may not be taken on the visit.

A parental consent form should be completed for each student in the group. Besides conveying the parents/guardian’s consent it should also form the basis for obtaining updated medical or health details required.

If a tour operator is used additional information may need to be obtained.

As part of the parental /guardians informed consent form, parents/guardians should be asked to agree to the student receiving medical treatment, including blood transfusion in an emergency.

Please do not rely upon the school records as these can, on occasion, be out of date.

During any time that remote supervision takes place the Group Leader must ensure that students are aware of the ground rules and are adequately equipped to be on their own in a group. Remote supervision is when, as part of a planned activity, a group works away from the supervisor but is subject to stated controls. The supervisor is present although not necessarily near or in sight, but their whereabouts are known, and they are contactable.

**Offsite External Training Provision**

The school recognises that in order to offer an innovative and diverse curriculum, particularly in Key Stage 4, we must work collaboratively with a range of external training providers who have that expertise, insight and experience to deliver specific qualifications, particularly in the vocational areas. These providers are recognised by our Governing Body as Valued Providers and are subject to rigorous and robust systems for checking their Safeguarding, Health & Safety and Quality Assurance and the framework used for this is the Bishopton QA Framework has two stages detailed as follows:

**Stage 1**

A Health and Safety visit will be carried out by a Health and Safety Adviser employed by Stockton-

On-Tees Borough Council.

Verification checks will be carried out to confirm the provider employs Safer Recruitment and Working Practices and all staff have DBS checks in place, details are held with Claire Fletcher in our Single Central Record (SCR).

The purpose of the Health and Safety visit is to review providers’ Health and Safety systems and procedures to gain assurance that:

* Learning takes place in safe, healthy and supportive environments,
* An effective health and safety management system is in place and operating.
* Safeguarding children and young people strategy is employed
* Safer recruitment practices are in place including staff DBS checks

Once visit has taken place a report is produced with an action plan and timescale for completion. Once actions have been carried out in the agreed timescale the provider progresses onto Stage 2.

**Stage 2**

Once the Safeguarding criterion has been met then the quality of the learning experience becomes paramount. It is essential that a quality framework exists in which all key stakeholders in a young person’s life including parents/carers can have confidence that the young people are accessing provision that is of an outstanding quality and that it fosters the need for ingoing improvement and the best possible outcomes for children and young people.

Bishopton’s Quality Assurance Framework supports the aspiration that all young people have a diversity of needs, wants and aspirations and participation and achievement can be raised by having the right provision at the right level. The framework takes into consideration the current Ofsted framework and seeks to uncover and share examples of best practise as well as highlight the need for improvement.

This is intended to be a collaborative process and one which is not designed to be onerous on the provider but rather a tool for self-assessment and support, if a provider were found to be requiring improvement the Bishopton will work with the provider to improve over a period of time and with targets and outcomes mutually agreed.

If, however the provision doesn’t satisfy the leadership team within the school in terms of its commitment to improve on quality, then steps will be taken to withdraw young people from the provision as part of its contracting arrangements.

It is important to note at this point that this framework is only applicable to providers who are not already subject to Ofsted inspections because they are un-regulated\*.

\***Providers who are offering provision to school age children need to be registered with Ofsted if they are working with one pupil with a statement of special needs or who is looked after by the local authority full time or 5 or more pupils full time. If you are unsure, please visit the Ofsted website for further information**

[**https://www.gov.uk/government/organisations/ofsted**](https://www.gov.uk/government/organisations/ofsted)

There are a number of different components to stage 2 of the QA framework which have been designed to take a holistic view of the provision on offer.

Once the providers have satisfied the requirements set out in Stage 2 then they will be formally recognised as a Valued Provider and will hold this status for 3 years (unless they change premises and curriculum offer then we would carry out another check). Once the three years has expired, providers will be required to undertake a “catch up” audit.

As part of the procurement process the school will share the following information:

* The Pupil Information Passport completed for every pupil will be shared with the provider; this provides detailed information on previous behaviour, attainment and attendance and other relevant background information.
* Pupil Risk Assessments will be shared and a Positive Handling Plan (if applicable).

Evaluation of the provision will be on-going and regularly fed back to the Governing Body. Pupils, parent’s/carers feedback will be regularly sought and information on progress, behaviour and attitude will be shared in the 6 weekly reviews of all pupils in external training provision.

**Offsite Work Experience and Extended Work Experience**

Work experience and Extended Work Experience placements can form part of a diverse and challenging educational package as it can contribute to helping young people develop transferable skills that they will need to progress into employment, further education and/or training. Well organised work experience placements can give young people a greater understanding of the world of work and what employers want, it is also hugely beneficial to local employers as young people can provide fresh ideas and perspectives that can help deliver and develop their business objectives.

Again, young people’s safety is of paramount importance and therefore planning, monitoring and evaluation will take place with any work experience placement. A Work Experience Placement Coordinator (Sophie Johnson) will undertake the following protocol:

* Liaise with local authorities Health and Safety department and request that identified

placements are vetted and Risk Assessed.

* Support in the application for enhanced DBS checks of all supervisors within the

placements and obtain a copy of the check on completion.

* Share information on young people including medical needs, Risk Assessments and

Positive Handling Form.

* Make parents/carers aware of the placement and ensure they are happy for the

placement to go ahead.

* Monitor the young person’s performance in the placement using 6 weekly reviews.

**Castle Outdoor Programme of Education (COPE)**

At Bishopton, an outdoor curriculum has been developed to compliment the core educational curriculum offered on-site. We believe that exposure to a range of outdoor activities will help to support the development of the whole child; emotionally, physically and in turn academically. There are many important benefits of providing students with an outdoor curriculum. These include improving:

* Creativity
* Health
* Social Skills (managing conflicts, co-operation and teamwork)
* Well-being (good mental health)
* Independence and Leadership skills

The outdoor curriculum that has been carefully developed, is highly inclusive and fully supports the ethos of the school. Students that access this curriculum can achieve nationally recognised qualifications which can support them in later life.

Some of the exciting adrenaline packed activities that students will get a chance to experience include: power-boating, archery, kayaking, climbing, abseiling, archery and mountain biking. These fantastic new opportunities will encourage the development of key life skills such as tolerance, resilience, self-belief and aspiration.

We are proud to support the local communities as part of our outdoor curriculum by being actively involved in activities such as beach cleans, improving the local area and positively engaging with our community.

By providing students with the academic opportunities alongside this outdoor curriculum we hope to achieve the following outcomes for our students:

* A healthy and happy body and mind
* A sociable, confident person
* A self-directed and creative learner
* An effective contributor
* An active global citizen

**Roles and Responsibilities**

* Teachers/Support Staff (Group Leader) – to identify suitable off-site provision, including times, dates, costs, travel etc. and seek approval in plenty of time prior to the proposed visit.
* Educational Visits Adviser (LA) – Responsible for looking at all associated risk assessments and clear location as suitable for off-site visit. Also carry out H&S audits on Alternative Providers and Work Experience Placements.
* SLT – Must approve all off-site visits prior to the visit taking place.
* Parents/carers – To ensure they supply up to date medical information and consent forms.
* Emily Carr – To carry out Quality Assurance in collaboration with other key stakeholders to ensure all AP and WEX are safe and quality assured.
* Outdoor Education and Employability Instructors (Paul Waters and David Roberts) – Responsible for management and delivery of COPE.
* Claire Fletcher – To ensure SCR is up to date.

**UNICEF - UNCRC**

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2).

Articles directly relating to this policy are:

Article 2 (Non-discrimination)

Article 28 (Right to education)

Article 29 (Goals of education)

Article 31 (Leisure, play and culture)

**Appendix 1: Minibus drivers**

<https://fiec.org.uk/docs/minibus_guidlines.pdf>

**Small buses (adapted to carry 9 to 16 passengers)**

Different conditions apply, depending on when the driver obtained a full licence to drive vehicles in category B (cars).

i) Drivers granted a full licence to drive vehicles in category B (car, not automatic) before 1st January 1997.

These drivers were automatically granted additional entitlement D1, to drive a small bus not used for hire or reward. For as long as they hold D1 entitlement, these drivers may drive a small bus of any weight used under the permit. There is no restriction on them receiving payment.

On reaching the age of 70 the driver will need to renew their car licence. They can also apply to renew the D1 entitlement but will need to take a compulsory medical examination as they must meet required health standards. They can continue to drive a small bus under a permit on the same conditions as before, if they pass the medical examination. The renewed car licence and D1 entitlement are normally valid for 3 years.

ii) Drivers who passed their car test on or after 1st January 1997.

Drivers who pass their car test on or after this date are no longer granted D1 entitlement. Category B entitles them to drive a small bus but only if all of the following conditions are met:

* they are over 21
* they have held a full category B car licence for at least 2 years
* they receive no payment or other consideration for driving other than out-of-pocket expenses
* the vehicle has a maximum gross weight not exceeding 3.5 tonnes (4.25 tonnes including specialised equipment for the carriage of disabled passengers)
* for drivers aged 70 or over, that they do not have any medical conditions which would disqualify them from eligibility for a D1 licence
* no trailer is being towed
* where the driver’s licence only authorises the driving of vehicles with automatic transmission, that only a vehicle with automatic transmission is used

Drivers aged 70 or over who do not meet the higher medical standards are not authorised to drive small buses. They can drive small vehicles being used under a permit, provided they have renewed their car licence.

**Appendix 2: Minibus Emergency procedure**

EMERGENCY PROCEDURE

* Call all pupils and staff to safe place
* Headcount pupils and staff
* Appoint staff to supervise pupils
* Appoint staff to deal with emergency
* Contact School

**EMERGENCY No FOR MINI-BUS**

School 01642 566369

Emily Carr 07903 701012

(Co-Headteachers)

Rachel Campbell 01642 566369

(Co-Headteachers)

North Tees Hospital 01642 617617

Cleveland Police 01642 607114

**BREAK DOWNS**

Use Hazard lights

Contact School immediately 01642 566369

Cowpen Lane Depot 01642 391959

**PUNCTURES**

Do NOT attempt to change the wheel

Contact School 01642 566369

Cowpen Lane Depot 01642 391959

**Appendix 3: Minibus check sheet**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A picture containing text  Description automatically generated**Minibus Check sheet** | | | | | | | | | |
| BZL |  | | BZK |  | Date | |  | | |
| Time out | | |  | | | Time in | | |  |
| Start Mileage | | |  | | | End Mileage | | |  |
| Destination  (Location name, full address, | | | |  | | | | | |
| Driver Name | |  | | | | Driver  signature | | |  |
| Authorised by | |  | | | | Authorised signature | | |  |
| Passengers | | | |  | | | |  | |
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| Faults, issues, concerns | | | |  | | | | | |
| Additional Information | | | |  | | | | | |

**Appendix 4: Residential Request Form**

**Residential Educational Visits**

Endorsement Request

& Guidance



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **APPLICATION FOR THE APPROVAL OF**  **EDUCATIONAL VISITS BY HEAD TEACHER**  **OR**  **GOVERNING BODY** | | |  | |
|  | School / Academy |  | | | |  |
| Head Teacher |  | | | |
| Group Leader |  | | | |
| Telephone |  | | | |
| e-mail |  | | | |
| Visit to |  | | | |
| Departure Date |  | Return Date |  | |
| **The Head Teacher; -**   * should seek approval from the School Governors and Stockton on Tees Borough Council’s Educational Visits Adviser   The Group Leader; -   * must complete this form as soon as possible once the preparations are complete and forward one copy to the educational visits adviser to seek endorsement on behalf of the Council. * should have already received approval of the proposed visit in principle and should have regularly updated the Head Teacher on the progress of the preparations * must obtain parental consents. * must ensure that the school’s supervisory staff includes at least one currently qualified first aider to accompany the visit. * Where appropriate, Leaders must be provided with copies of a pupil’s Individual Health Care Plan (IHCP) detailing any necessary contingencies required to support pupils with medical conditions.   When approval is given, one copy should be retained by the Head Teacher and another by the Group  Leader. The Head Teacher should be informed of any subsequent changes in planning, organisation,  staffing.  **Educational Visits Adviser**  Derek MacDonald  [derek.macdonald@stockton.gov.uk](mailto:derek.macdonald@stockton.gov.uk)  T. 01642 528195   **Please complete the Approval Request Form and email the completed document and a copy of the School’s risk assessment for the trip to the Educational Visits Adviser,****14 days in advance of the trip commencing.** | | | | |
|  | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **1. Purpose of visit and specific educational objectives:** |  |

|  |  |  |
| --- | --- | --- |
|  | **2. Places to be visited:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **3. Transport arrangements:** | | | | | |  |
| Name of travel Company |  | | | | |
| Address |  | | | | |
| Tel No |  | | | | |
| Member of the School Travel Forum | (**✓** ) Yes |  | No |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **4. Organising Company / Host (if any):**  Include licence reference number if the body is registered with the Adventure Activities Licensing Authority. | | | | | | | | | | | |  |
| Name: |  | |  | Address: | |  | | | | | |
|  | | | | | | | | | | | |
| Tel: |  | |  | AALA Licence No. if registered: | | |  | | | | |
|  | | | | | | | | | | | |
|  | | (**✓** ) | | | | | | Yes |  | No |  |
| Has the venue, or host (domestic UK ) been awarded a [LotC Quality Badge](http://lotcqualitybadge.org.uk/) for the activities proposed to be undertaken, or the Tour Operator for foreign trips? | | | | | | | |  |  |  |  |
| **If you have answered YES above, there is no need to obtain copies of the organisations risk assessments.** | | | | | | | | | | | |
| Has the centre in place: | | 1. Qualified Staff (**✓** ) | | | | | |  |  |  |  |
|  | |  | | | | | |  |  |  |  |
|  | | 2. Appropriate staffing | | | | | |  |  |  |  |
|  | |  | | | | | |  |  |  |  |
|  | | 3. Host risk assessments obtained, sample provided | | | | | |  |  |  |  |
|  | |  | | | | | |  |  |  |  |
|  | | 4. Public liability Insurance Number | | |  | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **5. Accommodation to be used:** | | | | | | |  |
| Name: |  | | |  | Address: |  |
| Telephone Number: | |  | | | | |
| Name of Head of Centre (If applicable) | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **6. Insurance arrangements for all members of the proposed party, including voluntary helpers.** | | | | | | |  |
| Insurance Company if not arranged via SBC: | |  | | | | |
| Policy No: | |  | | | | |
| SBC Insurance | From June 2013, schools are covered under **Policy Number SJ-08U003-0016** for day trips and residential visits both home and abroad without the need for an insurance application EXCEPT where activities are taking place as listed below. A separate application for approval will be required\*. See link to application below. | | | | | |
| **Type of insurance cover**  (**✓**) **Cover Area** (**✓**) | | | | | | |
| Insured Activities | | |  | Great Britain  Europe  Europe |  |  |  |
| Excluded Activities\* | | |  | Europe |  |
| Insured Standard/ Advanced Winter Sports | | |  | Parties travelling outside the European Economic  Area will require alternative health insurance  arrangements. | | |
| Excluded Winter sports\* | | |  |
| European Health Insurance Card (EHIC).  Required for all party members visiting the European Economic Area  [www.applyehic.org](http://www.applyehic.org) | | |  |
| **Activities which require a SBC Insurance Application**   * Ariel pursuits * Caving (using caving equipment) * Diving (using external breathing equipment) * Hiking trekking or mountaineering over 3,000 feet * Motor Cycling * Mountaineering or Rock-Climbing using ropes or guides * Racing of any kind * Jet skiing and white-water rafting   **Winter sports NOT defined below**  **Standard (any age)**   * skiing, snowboarding, curling, skating, the use of ski bobs and toboggans ll to a standard appropriate to experience and training as judged by a qualified instructor * transits by lifts and recognised paths to and from skiing, boarding or ski-bob pistes   all under the supervision of qualified instructors or teachers   * unaccompanied use of nursery ski slopes or skating with the consent of a qualified instructor.   **Advanced (over 18s only)**   * skiing and snowboarding including off piste * skating and the use of ski bobs and toboggans * transit by lifts   only where qualified by training and experience to engage in such activities and accompanied by a guide or instructor when skiing or snowboarding off piste.  **For further information in respect of insurance,**  **please telephone**  **Angie Hall 01642 526788**  **Insurance Office, Municipal Buildings, Church Road, Stockton.** | | | | | | |

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|  | **7. Details of the programme of activities:** |  |

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| --- | --- | --- |
|  | **8. Details of any hazardous activity and the associated planning,**  **organisation and staffing:** |  |

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| --- | --- | --- | --- | --- | --- |
|  | **9. Staff accompanying the party:** At least one qualified first aider must be present amongst the school’s supervisory staff accompanying the visit. Visits without a first aider present will not be endorsed by the Council. | | | |  |
| Name | Male /  Female | Role & Responsibilities ;-  Ie Leader / Asst Leader / Sup’v. | Relevant Qualifications,  ie First Aid |
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|  | **10. Adults accompanying the party** | | | | |  |
| Name | Male  Female | Specific  Responsibilities | Disclosure & Barring Service  Clearance **(✓ )** | Relevant Qualifications  i.e. First Aid |
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|  | **11. Name, address and telephone number of the contact person in the home area who holds all**  **information about the visit or journey in case of an emergency:** | | |  |
| Name | Address | Tel / mobile No |
|  |  |  |
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| Designated Safeguarding Lead Informed of Visit [√ ] Yes No | | |
|  | | |

**12.** **Supporting pupils at school with medical conditions**.

From the 1st sept 2014, schools must ensure that the visit organiser / leader has a copy of pupil’s Individual Health Care Plan (IHCP) where those pupils are participating in an educational visit..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Medical, health or special needs: ie, Allergies, health conditions, issuing of prescribed medication, behavioural, emotional.**  This section refers to minor health concerns which generally **DO NOT** require an Individual Health Care Plan but may require some additional control measures to be initiated. | | |  |
| Pupil’s Initials | Health Concerns | Additional Control Measures  State if IHCP provided  as appropriate |
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| **13. Risk assessments:**  **Only document your assessment of risk where there are significant risks inherent in the visit, or aspects of the visit.** Where necessary, are suitable (provider or hosts) risk assessments in place for: | | | | | |
| (**✓** ) | **Yes** |  | **No** |  | **N / A** |
| Organised activities |  |  |  |
| Coach Travel (UK) |  |  |  |
| Air Travel |  |  |  |
| Ferry Crossing |  |  |  |
| Coach Travel (Mainland Europe) |  |  |  |
| Accommodation (Hotel / activity centre) |  |  |  |
| Field Visits |  |  |  |
| Medical, disability, behavioural, emotional concerns |  |  |  |
| Risk Assessment Blank Proforma |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **14. Group Details**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No of adults |  | No of boys |  | Year Group |  | | Group No |  | No of girls |  | Adult/Group ratio |  | | Total |  | Total |  | Leader ratio |  | |  |

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| --- |
| **15. Parental Informed Consent Forms** |
| Information provided to parents / guardians must contain sufficient information regarding any known hazards and their associated risks including the control measures – to enable and to ensure that consent is adequately informed.  All parent consent forms have been received from parents.   |  |  |  |  | | --- | --- | --- | --- | | (**✓** ) Yes |  | No |  | |

|  |
| --- |
| **16. Comments:** |

|  |
| --- |
| **17. Links to further guidance /documentation**  **Additional Guidance for School visits is available from :-**  [Health and Safety - Advice on legal duties and powers](http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf)  DfE advice on legal duties and powers for Local Authorities, Head Teachers and Staff and Governing Bodies.  [Advice on Driving School Minibuses](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/235099/guidance-driving-school-minubuses.pdf)  This is non-statutory advice jointly produced by the Department for Education (DfE), the Department for Transport (DfT) and the Association of Chief Police Officers (ACPO) on driving licence entitlement when driving a school minibus.  [Health and Safety Executive](http://www.hse.gov.uk/services/education/school-trips.htm) Tackling the health and safety myths around school trips.  [Council for Learning Outside the Classroom Quality Badge](http://lotcqualitybadge.org.uk/home) LOtC Quality badge scheme  [www.schooltravelforum.com](http://www.schooltravelforum.com) Promoting best practice in educational travel  [British Activity Providers Association](http://www.thebapa.org.uk/) BAPA  [AALA Adventure Activities Licensing Authority](http://www.aala.org/)  [Avoiding infection on farm visits](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1270122184581) Public Health England Advice leaflet.  [Public Health England](https://www.gov.uk/government/news/infection-risk-at-petting-farms-phe-urges-good-hand-hygiene) Hand gels are no substitute for hand washing on farm visits. [PHE advice on Ticks](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/521829/Ticksandyourhealthinfoabouttickbites.pdf) General information on ticks and how to remove them. [PHE Ticks & Lyme disease](http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/LymeDisease). Ticks as a source of Lyme disease. [Outdoor Education Adviser Panel](http://www.oeap.info/) National [guidance](http://oeapng.info/) for outdoor education and adventure Activities.[School Travel Forum](http://www.schooltravelforum.com/media/1333/demystifying_risk_assessment.pdf) Demystifying risk assessments   Prepared by  Stockton on Tees Borough Council’s  Health and Safety Unit,  1st Fl Municipal Buildings  Church Road  Stockton on Tees  TS18 1LD  If there are any faults with the links, or if you require any additional information, please contact  Harriet Del Aquila on  Tel 01642 528197  Rev Jan 2018 |

# CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Head Teacher and issued to the Group Leader** | | | | | | | | | | | | | | | | |
|  | School : |  | | | | | Visit to : |  | | | | | | | |  |
| Group Leader : | |  | | | | | | |  | | | | | | |
| Date of departure : | | |  | | | | Date of return: | | | |  | | |  | |
| I have studied this application and am satisfied with all aspects including planning, organisation and staffing of the visit. **Approval is given.**  Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least fourteen days before the party is due to leave. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns. | | | | | | | | | | | | | | | |
| Signed : | | | |  | | | | Date: | | | |  | | | |
| Head Teacher’s name : | | | | |  | | | | |  | | |  | | |
|  | | | | | | | | | | | | | | | | |

A copy of the completed application form and details of any subsequent changes should be retained by the Head Teacher. Please forward the completed ***Application for Approval,*** including where appropriate, a copy of the School’s risk assessment for the visit, to the [Educational Visits Advisor](mailto:derek.macdonald@stockton.gov.uk) 14 days in advance of the trip commencing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **To be completed by the Educational Visits Advisor, countersigned to endorse the visit and returned to the Group Leader.**  **The vsit is endorsed by: -** | | |  |
| Signed : |  | Educational Visits Advisor |
| Date : |  |  |
|  | | |



**Evaluation of Visit**

|  |  |
| --- | --- |
| Year Group: Classes on visit |  |
| Group Leader: |  |
| Number in group: | Boys: Girls: Staff: |
| Date(s) of visit: |  |
| Purpose(s) of visit: |  |
| Venue |  |
| Commercial organisation: |  |

# Please comment on the following features

|  |  |  |
| --- | --- | --- |
|  | Rating out of 10 | Comment |
| 1. Travel arrangements |  |  |
| 2. Content of Education / activity programme provided: |  |  |
| 3. Instruction: |  |  |
| 4. Equipment: |  |  |
| 5. Suitability of environment: |  |  |
| 6. Value for money: |  |  |

|  |  |  |
| --- | --- | --- |
| 7. Other comments and evaluation including ‘close calls’ not involving injury or damage |  |  |

|  |
| --- |
| Signed:  Group leader’s full name (print): Date: |

Thank you for completing this questionnaire.

Please return to [Derek MacDonald](mailto:derek.macdonald@stockton.gov.uk) , Health & Safety Manager

The information gathered from this questionnaire will only be used to assist the Health & Safety Unit in

providing schools with positive and negative feedback in relation to planned residential activities.

The Health and Safety Unit can be contacted on (01642) 528197.

Health and Safety Unit,

1st Fl Municipal Buildings,

Church Road,

Stockton on Tees. TS18 1LD.

**Appendix 5: Educational visit off-site form & risk assessment form**

|  |  |  |  |
| --- | --- | --- | --- |
| A picture containing text  Description automatically generated**Educational Visit Off-Site Form** | | | |
| Date: |  | Nature of Visit: |  |
| Time (leaving): |  | Time (returning): |  |
| Location of visit: |  | | |
| Staff Lead: |  | Support Staff: |  |

|  |  |  |
| --- | --- | --- |
| List of Pupils Attending Visit: | | |
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| Report of any issues on visit: |  |

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| --- | --- | --- |
| **Section to be completed by Co-Headteachers** | | |
| Have all risk assessments been completed and checked? | Name: | Signature: |
| Confirmation of visit | Name: | Signature: |

|  |
| --- |
| **Risk Assessment School / Academy :** |

|  |  |
| --- | --- |
| **Task/Activity:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Author:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Assurance Check by Manager / Line Manager (Print Name)** |  | **Date:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control the risk?** | | **Action by who?** | | **Action by when?** | **Done** |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| **Keep the assessment under review:**  You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities) | | | | | | | | |
| **Review by Author (Print Name)** | | | |  | | **Date:** | | |
| **Review, Quality Assurance Check by Manager / Line Manager**  **(Print Name)** | | | |  | | **Date:** | | |