

WYVERN COLLEGE POLICY NUMBER 20 EDUCATIONAL VISITS

INTRODUCTION

Wyvern College values the contribution that off-site activities can make to the education of the students. The provision of Educational Visits and activities is a vital extension of the curriculum and extra curricula provision at Wyvern. It provides opportunities that many students will not have access to and provides valuable opportunity to develop learning activities beyond the boundaries of the school environment. This policy relates to all kinds of off-site activity, whether during normal College hours, at evenings or weekends, or during holidays. Also included is a checklist of suggestions for staff as they prepare to take students off-site.

Before any off-site activity takes place, the approval of the Headteacher **must** be obtained. If the activity takes place regularly then it may not be necessary to seek the Headteacher's permission each time, but please check first. N.B. A written risk assessment must be prepared for each visit.

For all visits of more than one day, and where residence away from home is involved, the HCC Outdoor Education Office has to be informed of proposals at least EIGHT WEEKS IN ADVANCE.

In the case of organised holidays, at home and abroad, it is essential that insurance cover is adequate.

Wyvern adopt through Hampshire, the Outdoor Education Advisors Panel (OEAP) national Guidance available at: <https://oeapng.info/about-ng/>

Wyvern adopts the Hampshire County Council Outdoor Education Service: Supplementary advice and guidance available through Evolve

Wyvern adopt the EVOLVE system of approval. This is a web based approval system and is purchased as part of the Hampshire Outdoor education SLA. Staff have individual log in details and the system can be accessed via www.hampshireoutdoors.com

All staff should follow the OEAP National Guidance, HCC supplementary guidance and any specific establishment procedure or guidance in the policy.

STARTING POINT

Staff organising off-site activities should comply with guidelines below.

Staff need to follow College procedure and practice and meet with the Educational Visits Coordinator (EVC) prior to organizing a visit and follow the flow chart of activities.

Plans to take students off-site (not already calendared) should be presented to the Head's PA for consideration by the SLT.

Submissions to EVC should be made on EVOLVE. They must include:

- Aims and objectives of the visit;
- Staffing - leader, deputy, assistants;
- The group, age range and numbers;
- Outline time scales.

Risk Assessment (Step 1) grid and activity/venue risk assessment (Step 2)

Individual student Risk Assessment

Details of costs are to be prepared in consultation with the Finance Office.

AN ACTIVITY SHOULD:

- have significant educational value;
- be suitable to the students concerned, having regard to their ages, abilities and aptitudes;
- be linked with the normal work of the students by preparation and follow-up activities;
- not interfere unduly with the work of the other students at the establishment.
(Hampshire definition)

TRAVEL BY COACH

When hiring coaches, the hirer should enquire whether there are seat belts fitted. If seat belts are not fitted another coach company must be used. Staff should always sit in different locations on the bus/coach in case of an accident. (At present, all bookings are to be made by the Finance office) For residential visits where drivers are staying in the same accommodation, these drivers must have a DBS check.

IT IS ESSENTIAL that the registration number and list of passengers on each coach, together with emergency contact details, are left with the office before departure, and that each member of staff on the visit has a copy.

Staff should read relevant sections of 'Off-Site Activities' to be found under Guidance on EVOLVE

STAFF/STUDENT RATIOS

Regulations for teacher/student ratios are:

- 1:20 within 60 miles of Wyvern College;
- 1:12 Isle of Wight and more than 60 miles from Wyvern College
- 1:12 Residential in UK or Abroad (not to include any centre-based staff)

A higher or lower level of supervision than the regulation minimum might sometimes be acceptable - when, for example, small groups of students are:

- (a) being transported to a sports centre in a minibus;
- (b) visiting a local college, library, theatre, enclosed sports facility or similar establishment;
- (c) engaged in work experience or fieldwork programmes;
- (d) abroad on a formal exchange or visit.

This should always be discussed with the EVC. The student log book should contain the necessary permission for (a) and some (b) activities.

Each group should include at least two supervisory adults, the group leader and one other support adult. In accordance with the existing regulations, at least one of the supervising adults must be a teacher. If the group includes both boys and girls, the supervising adults should include at least one man and one woman. For large groups, such as music festivals and sports meetings, a member of staff must be nominated for 'pastoral care'.

Young children whose ages are not compatible with the ages of the main group should not be included in a party if at all possible. If it is necessary for their inclusion, then adults supervising the young children MUST NOT be included in the supervision ratios for the main party.

HAZARDOUS PURSUITS

It is firmly established by HCC that prior approval must be obtained for ALL KINDS OF POTENTIALLY HAZARDOUS OFF-SITE ACTIVITY, irrespective of when the activity takes place. If a hazardous activity is to be undertaken, the form on EVOLVE should be filled in appropriately and must be completed and submitted to HOEd at least eight weeks prior to the proposed activity.

Definitions of hazardous activities follow, but if staff members are in doubt they should check with Hampshire Outdoor Education.

The current list of adventurous activities includes, but is not necessarily limited to:

airborne activities	open country activities and field studies
archery	orienteering
camping	paintball
canal boating	rafting
canoeing	rowing and sculling
caving/potholing	sailing and power boating
climbing	sea-level traversing and coasteering
cycling/biking	shooting
expeditioning	skiing
fishing	sub-aqua/snorkelling
horse riding/pony trekking	surfing
kite flying, kite surfing	swimming in open water (including non-commercial pools)
low and high ropes courses	
moorland, fell and mountain activities	water skiing
motor sports	

THE LEADER'S RESPONSIBILITY

The member of staff organising an off-site activity should visit the location beforehand, if at all possible. This pre-visit activity becomes essential where there are environmental safety factors. The pre-visit should take place close to the actual visit date to reduce the chance of there being 'things that weren't here last year'. The Trip Leader is also responsible for checking coaches both prior to and at the end of any visit to ensure that the condition is that which we received the coach.

If the member of staff leading a group is unsure about any aspect of the legal, safety or organisational aspects of the visit, then the EVC, the Headteacher, the HCC specialist advisers and/or professional associations should be consulted.

Staff are advised that, where possible, they should 'get qualified' for the tasks they undertake as Additional Staff. Group Leaders must hold relevant qualifications. Each year HCC runs a wide range of courses for staff who take students off-site. Staff should see the CPD co-ordinator for details.

CONTINGENCY ARRANGEMENTS FOR EMERGENCIES

Any plan for taking a group off-site must include contingency arrangements for emergencies. Such an emergency would arise, for instance, if a member of the group became ill, injured or lost. Some recent national disasters might well have been avoided given better planning by staff and a fuller acquaintance with the area.

Staff need to pay particular attention when visiting places of significance eg Capital Cities or major tourist attractions, given recent heightened terrorist activity and alerts.

All staff going off-site should have in their possession the College telephone number and address. Staff should also have contact addresses and/or telephone numbers for all students in the party and other staff members accompanying them on the visit.

Emergency telephone numbers are to be found in each first aid kit provided by College.

Information such as contact numbers should be circulated well in advance of the party leaving.

REQUIRED READING FOR GROUP LEADERS

Outdoor Education Advisors Panel (OEAP) national Guidance available at:
<https://oeapng.info/about-ng/>

Also available:

"Safety in Physical Education, including Outdoor Pursuits and Recreational Activities (HOEd)".

The PE Department has a copy.

TRAVEL ABROAD

Staff are most unlikely to be allowed to take charge of a party abroad unless they have had previous experience of College visits outside this country. Discussions will take place with Headteacher and EVC to permit this.

We owe it to parents to present the best value for their money. Certain commercial companies have an excellent track record; others must, because of past failings, not be used. EVOLVE has a list of possible approved providers.

OFF-SITE ACTIVITIES AND TEACHING ASSOCIATIONS

Staff are advised to consult their professional associations for further advice about off-site activities.

USE OF COLLEGE MINIBUS

Please see management Guidance- use of Minibuses

EMERGENCY CONTACTS

All trips and visits will have 2 nominated SLT 'base contacts' who will have access to all trip contacts and detailed County Council procedures for Emergency situations.

EMERGENCY ARRANGEMENTS AT COLLEGE IN CASE OF A MAJOR ACCIDENT.

Telephone	Use both Community and College lines
Control Rooms	Headteacher's Office
	Conference Room
Rest Rooms	Medical Room
	Library
Reception Rooms	Windows at Wyvern Café (Press)
	E5 (parents)

CHECK-LISTS

A CHECK-LIST FOR STAFF TAKING STUDENTS OFF-SITE (DAY OR HALF DAY)

At an early stage you should consider:

- Has emergency contact been agreed?
- Have parents been given details of proposed visit including addresses and time?
- Have you submitted your letter to the Finance office?
- Have parents given their approval?
- Has insurance been arranged?
- Have details of insurance been given to parents?
- Have you enough first aid kits for an emergency?
- Has adequate provision been made to meet special medical needs?
- Have individual Risk Assessments been carried out?
- Have lists of names and addresses of all travelling with the party been fully updated and deposited in the College office and with the SLT?
- Have correct emergency contact numbers and instructions for emergency contacts been deposited in the College office and with the SLT?
- Are emergency contacts known to all concerned?
- Have special equipment needs been met?

CHECK-LIST FOR OVERSEAS VISITS ONLY

- Have all staff and students got current passports?
- Are European Health Cards current for all students and staff? ***Please see up-to-date travel advice regarding post Brexit European travel***

A CHECK-LIST FOR STAFF TAKING STUDENTS OFF-SITE (RESIDENTIAL)

General Organisation

Initial project preparation

- Collect data from tourist offices, libraries, travel agents and brochures.
- Discuss proposals with colleague.
- Identify the target group(s).
- Consider budget – with Finance Office
- Consider transport possibilities.

Presentation of project for approval should:

- show aims and objectives of the visit;
- show staffing - leader, deputy, assistants;
- describe the group, age range and numbers;
- outline of costs/financial assistance;
- outline time scales;
- include preparation for HOEd approval;
- identify areas requiring further advice/data.
- clarify with parents as to the use of mobile phones by students

Timescales

(These depend on length and nature of visit)

- Outline planning - year
- Permission, confirmations, group composition - months
- Briefings - weeks

Detailed preparation of the project:

- Create a plan for preliminary visit
- Make preliminary visit
- Identify local contacts and useful telephone numbers
- Collect local data
- Identify local hazards

Programme of preparation (pre-visit):

- Introductory work and briefings
- Background supporting work
- Material and data preparation and printing

Written Risk Assessment:

- Should be written and shared with all adults in a supervisory role
- Best practices includes sharing the risk assessment with student
- Discuss individual risk assessment for students identified through discussion with Pastoral Leader, Welfare Officer and Jennie Firth/Cheron MacDonald/Sue Foster (vulnerable groups). These should be made available on Evolve and shared with all staff; prior to departure (7 days) these should be given a final check for relevance.
- Should anticipate sudden changes such as inclement weather

Programme for the project:

- Appropriateness of programme to curriculum,
- Balance between study and relaxation
- Balance between physical and mental study
- Group involvement in planning
- Accompanied/directed activity
- Remotely supervised activity

Programme of reflection (post-visit)

- Enter details in student Progress File
- Provide précis for Headteacher to include in the report to Governors.
- Assess completed project work.
- Display work and arrange an evening presentation to parents.

Identification of areas for staff responsibility

- Leadership and deputy leadership
- Financial matters (see next subheading below)
- Medical matters (see next-but-two subheading below)
- Special equipment
- Catering
- Pastoral care
- Travel logistics
- Special training needs
- The briefing of all adults and students in the group re aims, objectives, methods and organisation

Financial matters

Costings of preliminary visit

- Banking arrangements: Finance Office
- Pocket money (limits and who holds)
- Receipts for purchases
- Balance sheet and audited account
- VAT (can it be reclaimed? - check with Finance Office.)
- Financial contingency plan
- HCC insurance regulations and cover
- Need to insure for medical reasons, cancellation, breakdown, etc.

Medical matters

- **FIRST AID KITS** - one per adult (available from Finance office but should be booked at least one week in advance)
- Check with welfare officer whether any students need a personal first aid kit
- Liaison with parents (consent form for medical procedures and use of photographs; details of medical history and dietary needs)
- Special needs in the area (extremes of heat or cold)
- Local arrangements for professional medical help

Equipment for the project

- Lists of equipment - personal, group, leader; spare
- Decisions on whether to borrow, hire or buy
- Storage - security - insurance
- Transportation of equipment

Communication

- Various communications to Headteacher, staff, students, parents, venue, services
- Notes of all meetings (essential)
- Copies of all letters and notes of telephone calls
- Newsletter on planning progress
- Visit booklet with full itinerary, group expectations and reference data for student completion
- All relevant documents should be uploaded onto "EVOLVE".

Safety contacts/emergency procedures

- Address lists, phone numbers and consent forms must be easily available.
- Appoint a home agent (briefed), 2 if more than one night away; check that this arrangement works before it is needed.
- The EVC/Head teacher and members of SLT share responsibility for base contact throughout the year. There will always be 2 named contacts Home agent contact

GROUP LEADERSHIP

It is recognised that the success or otherwise of an off-site activity depends upon the strengths, styles, planning and leadership qualities of the member of staff leading the group.

Leader Equipment

- Paperwork folder and valuables bag
- Travel maps and itinerary
- Spare money for group's needs, hospitality, emergency
- First aid (travel and homesickness)
- Spare clothing and equipment

Styles of leadership

- Varied to suit programme, with sympathy for individual needs
- Strong, with directed activity
- Student-centred, with supervised activity
- Initiating sub-group work, and subsequently unaccompanied activity

General supervision/pastoral care

- Day duty staff rota
- Night duty staff rota
- Pastoral care sub-groups
- Assistance from senior students

A skilled group leader

- Maintains a positive/consistent approach – with no double standards;
- Sets the style of leadership at early planning stages and keeps it throughout programme;
- Encourages staff to spread around the group to gain maximum contact.

Knowledge of group is shown by

- The use of student profiles and records (especially for strengths and weaknesses),
- Grouping of individuals and friendship,
- An awareness of students' medication, medical history and diet.

Group motivation

- Involvement of group in aims and objectives and planning
- Lively and active programme
- Use of small group programmes for individual success

Transport

- The condition of transport is checked prior to departure and on return.

Next Review Date:

March 2022 (Every 2 years)

Reviewed and Revised February 2020 by SLT

Approved and Ratified by Curriculum & Standards Committee on