

Oak Field School Policy for Health and Safety on Off-Site Visits

- All visits must have an identifiable learning benefit, with clear objectives.
- All visits must be lead by a competent Visit Leader and accompanying adults.
- All those involved in the organization and running of Off-site visits will comply with National, Children's Service and the establishment's guidelines on the health and safety of participants on Off-site visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and visit leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

Practice.

The establishment will:-

- Appoint a trained Off site Visits Co-coordinator (OVC) who will ensure that the off-site visits follow National, Children's Service and the establishments' guidelines and that the Visit Leader and accompanying adults are suitably competent to run the visit.

The establishment OVC is: Carol Lawson

- Develop and implement procedures to monitor all off-site visits and their associated paperwork
- Develop and implement an approval system for:

Category A visits, to be approved by:

Name: David Stewart

Position: Head Teacher

Monitored by

Name: Carol Lawson

Position: OVC

Category B Visits, to be approved by:

First Stage: Name: David Stewart

Position: Head Teacher

Second Stage: Outdoor and Environmental Education Development Manager (OEEDM), Children's Service

The Governing Body will be informed of hazardous/residential visits every term

- Develop and implement a procedure for dealing with emergency situations, including having a named home-based contact for each visit when it is necessary.
- Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.

During the planning of a visit the Visit Leader will:-

- Ensure that the visit is planned and the code of practice for off site visits is followed • Ensure that the visit complies with National, Nottingham City Children’s Service and the schools’ guidelines for school visits
- Ensure that a parent/carer and young people are is made fully aware of the nature, purpose and detail of the visit and that permission including all relevant information is obtained for any off site activity (Form OV4 must be used as a guide to information required)
- Ensure that appropriate enquiries are made of any establishment or company being used to provide a service such as overnight accommodation or adventurous activities. (Use the OV2 form)
- Ensure that provision is made for any incident, including First Aid and a procedure to follow in the event of an emergency or other serious incident.
- Ensure that:-

Category B visits (As defined in the Children’s Service Off-site Visits Policy) are logged on the On-line system Evolve

And

Category A visits are recorded using form OV1 and the appropriate consents and approvals are obtained. (Certain category A visits are logged on the on-line but not submitted to the LA – see OVC)

For Routine and regular visits the Oak Field School OV1 form will be completed and generic risk assessments kept on line. The Oak Field School Code of Practice will be followed.

Approval from parents will be obtained through the annual off-site permission letter and parents informed of the visit if appropriate

- The head or other delegated member of staff should be given the following, prior to the trip taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.

d) The teacher in charge of the trip should have contact numbers of all parents and the head/deputy.

- Appropriate details should be placed in the central office.
- When planning the number of adults needed undertake a risk assessment to inform the appropriate staff/young person ratios. CRB checks should be obtained on all individuals helping on activities with children, through Children's Services, HR Section if they are to be in sole charge of young people
- Ensure all young people are informed of the nature and purpose of the visit.

During a visit the Visit Leader will:-

- Ensure that the visit is as safe as practicable: all dietary and medical factors to be taken into consideration. Lists of all specific dietary requirements should be carried.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- In the event of an emergency, establishment emergency procedure should be implemented and the school home base emergency plan will then be put into action.

During a visit accompanying adults will:-

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:-

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

After the visit the Visit Leader will:-

- Ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the OEEDM at the Children's Service.
- Ensure that pertinent information acquired from or about the visit or activity is drawn to

the attention of the Off siteVisits Co-coordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

Reviewed Sept 2016
Next review Sept 2017