

TITLE: TRIPS, VISITS AND OFF-SITE ACTIVITIES POLICY

MODEL POLICY STATEMENT

This **is not** a Local Authority model policy

Local changes have been made to the model policy by the College **N/A**

The model policy used is **N/A**

Policy Owner:	Vice Principal	Review period:	3-yearly
Last Review:	June 2106	Approving Committee:	Curriculum 08.06.16
Next Review:	Summer term 2019	Latest FGB adoption:	13.07.2016

IMPACT OF THIS POLICY

**Outdoor Education,
Trips/Visits and
Off-Site Activities
Policy**

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

1. Introduction

This policy covers all trips/visits and off-site activities organised through Tavistock College and for which the Governing Body and Principal are responsible.

The Governing Body endorses the Devon County Council/Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy March 2014” as the basis for the college’s Health and Safety Policy for the management of trips/visits and off-site activities.

The Governing Body seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of trips/visits and activities which take place away from the immediate college environment.

The Governing Body aims to enable Tavistock College to become an educational environment in which all members of the college community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all trips/visits and off-site activities.

Trips/visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of trips/visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Principal, the trip leader, members of staff and volunteers, pupils and parents/carers. The college also has responsibilities to other members of the public and to third parties. This policy on trips/visits and off-site activities therefore complements the wider college Health and Safety policy.

It is a priority of this college that all trips/visits and off-site activities are safe, well managed and educationally beneficial.

2. Responsibilities of the Principal

The Principal will:

- Ensure all trips/visits and off-site activities have specific and appropriate educational objectives
- Approve all trips/visits and activities, based on compliance with the DCC and college Health and Safety policy, relevant Devon County Council /Torbay Council guidance and recognised good practice;
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity/ies and manage the specific group;
- Check that the staffing ratio is suitable for each trip/visit;
- Ensure trip leaders have access to a planning checklist, based on the Devon /Torbay policy, and adapted as necessary to meet the particular needs of the college;
- Check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

3. Responsibilities of the Educational Visits Co-ordinator

In order to carry out the above responsibilities effectively the Principal may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Principal will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by the DCC. Name of

EVC: **Alison Horn, Strategic Business Leader**

4. Approval of trips/visits and off-site activities

The EVC on behalf of the Principal will be responsible for approving all off-site activities. This includes approving the trip leader for each trip/visit or off-site activity.

An Evolve visit form will be completed for every trip/visit and will have attached a risk assessment, costing sheet, letter to parents/carers, consent form, a spread sheet containing contact details/medical details/any other relevant information for each student taking part and where appropriate an itinerary.

An Evolve trip/visit in the following categories will automatically be sent to the Adviser for Outdoor Education for endorsement:

- Hazardous outdoor and adventurous activities (except those taking place at Devon County Council outdoor and residential centers) (Category B activities);
- Visits abroad (Category C activities);
- Activities where there is significant concern about health, safety and welfare (Category C activities).

No letters to parents/carers can be sent out and no monies collected until the trip/visit has approved by the EVC and if appropriate the Adviser for Outdoor Education.

The Principal will monitor off-site visits and activities and will provide a regular report to the Governing Body about the activities, which have taken place outside the college.

5. Responsibilities of the trip/visit or off- site activity leader

The trip/visit leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity;
- Obtain the EVC's approval before any off-site visit or activity takes place;
- Follow policy and procedures of the Council and the college;
- Assess the risks involved and amend as appropriate any previously recorded risk assessment;
- Use the college planning checklist to ensure all procedures have been followed;
- If the venue, commercial, charitable or private (non- DCC facilities), to be used for adventurous or residential activities is not on the DCC list of approved providers (on Evolve) the trip leader must ensure form SOE5 is completed by the provider in advance and attached to Evolve;
- Inform parents/carers fully about the visit and gain their consent;
- Reassess risks while the visit or activity takes place;
- Ensure there are emergency arrangements and Plan B in place should a significant change to the programme become necessary due to adverse weather etc.

6. Inclusion of all students on trips/visits or off-site activities

- See Appendix 1

7. Responsibilities of additional members of staff taking part in trips/visits and off-site activities

Members of staff, volunteers and parent/carer helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

8. Responsibilities of Students'

Any student taking part in a trip or a visit organized by Tavistock College must be on role at Tavistock College or be part of the Multi Academy Trust at the time of the trip or visit taking place.

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the trip 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 trip leader and other members of staff;
- Behave sensibly, keeping to any agreed Code of Conduct;
- Inform a member of staff of any significant hazards.

9. Responsibilities of Parents/Carers

Parents/carers have an important role in deciding whether any visit or off-site activity is suitable for their son/daughter. Subject to their agreement to the activity parents/carers should:

- Support the application of any agreed Code of Conduct
- Inform the trip leader about any medical, psychological or physical condition relevant to the trip/visit
- Provide emergency contact name(s) and number(s)
- Sign the consent form
- Ensure that a family member is available in the unlikely event that the trip/visit has to be cancelled or return before the stated return date.

10. The provision of training and information

A copy of this policy and associated college procedures will be made available to all staff within the college who may be responsible for leading off-site trips/visits and activities and to any parent/carer requesting a copy.

The Principal will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon /Torbay policy statement “Outdoor Education, Visits and Off- Site Activities” and access to the Devon LDP website: www.devonldp.org/outdooreducation

Appropriate training will be made available to trip/visit leaders and other adults taking part in off-site activities in order to reflect identified college health and safety priorities and educational priorities.

The EVC will maintain a record of the qualifications held by staff and volunteers involved in outdoor education activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

11. Action in the case of emergency

The Principal will ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the college and the times at which they take place. This will include a minimum of two emergency contact numbers (out of hours) for designated senior leadership team staff members or the governing body. First aid provision and training of staff will be in accordance with good practice.

12. Accidents and Incidents

Any accidents and incidents that occur during off-site trips/visits and activities will be reported and recorded in accordance with the college Health and Safety policy. Devon County Council will be informed of notifiable accidents and incidents which occur in DCC maintained schools. Accidents and incidents will subsequently be reviewed within the college to identify any learning points.

13. Foreign Travel

Where staff accompany students on **curriculum based/cultural trips** to foreign destinations that require vaccinations they should, in the first instance, seek the advice of their GP and advise the college of any costs, which the college will cover.

Where staff accompany students on **non-curriculum based trips**, which are organized and overseen by a 3rd party (such as Camps International) and travel to foreign destinations that require vaccinations they should, in the first instance, seek the advice of their GP and advise the college of any costs. The college will pay **up to £50** to support the vaccination costs.

14. Management of Specific Provision

(Please refer to the College's guidance titled 'Organising a Trip'.)

15. Monitoring and Review Policy and Practice

The Governors will review this policy:

- On a three-yearly basis
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities
- Should significant issues be brought to the attention of the Governors through the Principal's report

Access for students with Disabilities and/or Challenging Behaviour

Young people with disabilities can gain a great deal from educational trips/visits and off-site activities from opportunities to take part in challenging activities, broaden their horizons, develop friendships and be closely involved in the college community. Young people who exhibit challenging behaviour can also learn important lessons from the experience of working or staying with their peers away from home. They may also experience a boost to self-esteem from participating in certain activities that helps them address their behavioural issues. Although different considerations apply to these two groups of young people, there are a number of important considerations in common particularly with respect to anti-discriminatory legislation. Although persistent behavioural problems may result from social or environmental circumstances, some may occur as a result of an underlying physical or mental impairment amounting to a disability. Many cases where there is no pre-existing diagnosis, if tested in a court of law, could be deemed to result from an underlying disability. It is therefore an advisable precaution to generally treat students with behavioural issues as if they were covered by the legislation.

Under the Disability Discrimination Act 1995 and Special Needs and Disability Act 2001 people with disabilities have the same entitlement to access to education as non-disabled people. It is therefore illegal to discriminate “without justification” against disabled students. The college and its employees have two key duties:

- Not to treat disabled students less favourably for reasons relating to their disability.
- To make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage.

These duties are “anticipatory” and therefore educational trips/visits and off-site activities should be organised in the expectation that disabled students might wish to participate.

Discrimination on the basis of ability is permitted by the legislation in certain circumstances eg. a sporting visit for those who have reached the standard required for selection. The legislation does not require activities to be adjusted for all students so that a disabled student may participate. It is permitted to offer a choice of activities at the same time, some of which may not be accessible to a disabled student, provided that the different activities offered are of comparable educational value and at least one of the options is accessible to all students.

It is important in following the procedures relating to this policy that significant risks associated with particular students are identified and precautions are in place to manage these risks acceptably. In general risk assessments should facilitate planning so that all students may be safely included rather than serve as a barrier to their inclusion.

However in some circumstances, particularly in relation to students exhibiting challenging behaviour, their exclusion may be justified:

- Where behaviour is not related to disability, it is lawful, as part of the college’s approach to behaviour management, to deny access to a trip/visit or off-site activity, provided it is not an essential component of the curriculum.
- Where a comprehensive risk assessment and substantial evidence indicates it would be unsafe for a disruptive student to participate, they may be excluded for this reason, provided their behaviour is not related to disability.

Such exclusions may only be exercised by the Principal or her designated deputy and parent(s)/carer(s) should be informed.