

# The Magna Carta School

## Outdoor Education & Off-Site Educational Visits Policy

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### Residential trip packs will contain further details

#### 1. Introduction

The Magna Carta school provides many opportunities for its students / children / young people to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

The school uses off site trips to enrich and enhance student learning. We aim to reach all levels / types of learners as we know that off site learning can play a valuable roll in underpinning classroom based lessons. Each trip will be planned to meet a pre set educational target and will encoupase one or more of the following benefits:

- broadening horizons
- fun
- self-esteem
- decision-making
- relationship building (staff and young people)
- risk taking
- understanding risk
- experiencing new cultures
- raising aspirations
- responsibility
- motivation
- inclusion
- a chance to share
- lifelong leisure activities
- creativity
- independence
- invaluable part of citizenship
- 'real' learning

- team building
- consequences related to actions
- allow success
- learning to cope with failure
- living and working with others
- bringing the curriculum alive
- magic moments - memories for life

The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for school. It supplements and follows the advice and guidance contained within the following significant publications:

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- Health and Safety advice in conjunction with the Department for Education and Skills (DfES)

## 2. Roles and Responsibilities

**2.1** The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by Surrey County Council via the Evolve system; with the approval of HT & EVC. Records are kept within Evolve for examination by the Governing Body.

**2.2** The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

**2.3** The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities in this school is Clive Walker he will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event (Operation Duke used for emergency procedures for all off site activities).
- Keep records and make reports of accidents and “near accidents”.
- Review and regularly monitor procedures.
- Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations.

**2.4** The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the LEA guidance. A risk assessment is necessary for **all** off-site visits - **during the school day or outside school hours**. Significant risks and their control measures will need to be recorded and filed with the EVC. This will take account of:

- Generic risks as published in this document (Appendix B) and the LEA Regulations and Notes of Guidance for Off-site Activities.

- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

**2.5** Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

### **3. Guidance notes for off-site educational visits**

To ensure good practice and compliance with the necessary regulations it is expected that:

- 3.1** Trip leaders will consult with EVC/Admin Office (Cathy Eve) at the initial planning stage. Guidance given regarding staff to student ratio for each trip.
- 3.2** In order to plan an off-site activity the EVC (*or Head of Department / faculty / year*) should be involved in discussing plans at an early stage. Routine or local visits such as games matches also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3** All group leaders will familiarise themselves with the published advice and guidance. Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.
- 3.4** Initial permission form 9 (Appendix A). This local form seeks approval from the line manager with regards to the curriculum or 'other' rationale for each activity; (Calendar approval, James Thorpe and EVC approval).
- 3.5** Risk Assessment forms should be completed and lodged with the EVC when risks are perceived as significant. Regular/repeating trips may use a long term risk assessment these will be reviewed by the lead teacher and resubmitted annually. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LEA guidance or [www.aala.org.uk](http://www.aala.org.uk)). If this is the case their licence number need only be quoted instead of actually requiring their documents.
- 3.6** Off-site activity monitoring is completed via the Evolve system. Details for all residential visits and for those that are either visits abroad or are of hazardous pursuits are input to Evolve. This must be completed and submitted to the LEA one month in advance and certainly before becoming financially committed. Evolve is signed off by the Head of Establishment, EVC and submitted to the LEA.
- 3.7** Parental Consent forms (Appendix C) must be obtained for each trip. Trip packs are produced for trip leaders. Trip packs contain essential information which is updated for each specific trip. Generic information contained includes; Medical details & emergency contact numbers for all students involved; Epi Pen protocol; Child protection guidance; Offsite evaluation form & Emergency contact procedures - Operation Duke. Duty officers for a trip MUST have to hand at all times, a copy of the trip pack with student home / contact numbers, a complete trip register list, contact numbers for the trip leader / staff.

**3.8** On the trip the following procedures **MUST** be adhered to without question:

- The trip leader or a delegated member of the staff team **MUST** leave an accurate list of students present on the trip. This should be left in the school office or, if out of school hours, sent as a text message or e-mail direct to the duty officer for that trip.
- On arrival at the destination, the trip leader or delegated member of staff, **MUST**, within 1 hour, contact the school / duty officer to:
  - Notify of safe arrival.
  - Confirm the preferred method of and numbers for any future communication. This may be the base land line number, a member of staff's device for calls / text / e-mail.
- On receipt of a 'safe arrival contact from the trip, the school **MUST** notify parents by placing a message on the school website.

**3.9** In the event of ANY incident or injury, regardless of to whom / cause / significance, the trip leader or delegated member of staff **MUST**, within 1 hour, inform the school / duty officer by call / text / e-mail, giving the essential information of:

- a) Who was involved
- b) What happened / injury
- c) Date / time
- d) Location
- e) Action taken

If the contact with school / duty office is by phone conversation, the recipient must make their own notes of the above points.

**3.10** In the event of a major incident involving loss of life or severe injury local services should be contacted in the first instance followed by initiation of 'Operation Duke' procedures. School contact procedures (see point above) should follow as soon as 'Operation Duke' is initiated.

***(Lead teachers are responsible for making themselves familiar with and having a thorough understanding of the Operation Duke Emergency Plan.)***

**3.11** Within 24 hrs of ANY incident the trip leader or delegated member of staff **MUST** complete the details in the incident book provided. These notes may be added to from time to time.

**3.12** Parent / school / trip communication: It is essential that all parties clearly understand that any communication between the trip and parents must be made via the school.

**3.13** Evaluation Report (Appendix D): On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an injury / incident report form. Even if such a form was completed at the venue; this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

## 4. Guidance notes for off-site sports activities

The following procedures apply for any team leaving school as part of an ongoing series of sports fixtures. If these requirements are not able to be met, the team cannot leave the site.

### 4.1 Annual Risk Assessment

An overarching risk assessment to cover all types of team matches / competitions to be completed and reviewed by the end of September each year. Consideration given to:

- Risk assessment to cover all types of PE off-site sports fixtures.
- Travel - mini bus/coach/staff car.  
**N.B.** Parent cars must only be used for their own child - unless the school has written consent from the parent of the child being carried detailing the car driver providing the transport.
- Transport must be pre booked.
- All destinations indoor/outdoor - facilities available.
- General medical.
- Medical procedure in the event of an injury.
- General Public.
- Other schools teams/staff.
- Becoming separated/lost.
- Sports Kit - correct kit should be advised and any safety items such as mouth guards must be marked as mandatory. Students not complying with mandatory safety requests will not be allowed to play and if disregarded, will not be covered by school or other insurance.

### 4.2 In order to make the above a workable practice the below guidance must be followed:

- The team lists for all school teams, reserves and any likely replacements should be created on the departments database at least one half term ahead of the term in question.
- Cathy Eve to be advised as soon as updates are made.
- If at any time additional students are included in a team such as students new to the school etc., these names must be sent to Cathy Eve immediately with information about which team they are allocated to.
- Cathy Eve will compile team folders ready for the start of term. These folders will contain:
  - Medical information about the students
  - Contact details for the students
- These folders hold confidential information and must be kept in a secure place in the sports office and only removed when the team leaves the school.
- During the term the sports department staff should provide Cathy Eve with the next terms details so that the folders can be updated.

### 4.3 No less than 2 days before the trip

- Staff members names accompanying the trip, passed to Cathy Eve together with contact (mobile) number for this event.
- Any student changes to original team list, (provided the half term before), given to Cathy Eve.
- **Parents informed (planner / slip / email / website)**

### 4.4 Before you leave site

- School office (Carol Camburn) to be given a list of the students involved in the trip no later than 15 minutes before the departure time. This can be given by e-mail or hard copy taken to the front office for the Attendance Officer.
- The member of staff taking the students must carry with them:

- a grab (medical) bag containing Epi-Pens for specific students on trip - N.B. Epi-Pen protocol must be followed.
- a team folder containing the medical information and contact details for those students.
- On the groups return - at the earliest opportunity - the folder must be returned to a secure place, under lock and key in the sports department office.

**4.5** Any PE activities off-site, during or outside normal school hours, it is recognised that it is impractical to require individual consents from parents for every activity. To mitigate this it is agreed that a generic consent will be obtained from parents at the time of joining the school to cover all PE activities off-site whilst the student is a member of the school.

**However, to meet our duty of care obligations, parents MUST be informed of the details pertaining to their child's inclusion in an activity at least one week before the activity takes place.**

## Appendix A - Initial Permission Form for Extra Curricular Activities for Extra Curricular Activities

Please allow at least 4 weeks for trip to be processed / do not email this form as signatures are needed

In order for your activity to proceed you must:

- Complete this form in as much detail as possible.
- Discuss it with your Line Manager, agree the reason for the activity and obtain their signature.
- Discuss it with THP, agree the date of the activity and obtain his signature.
- Pass the completed form to Cathy Eve, together with the Risk Assessment, parent trip letter and if possible name list of students who will be invited to take part in this activity.

<b>Trip title</b>		<b>Year Group(s)</b>	
<b>Trip Leader</b>		<b>Approx number of students</b>	
<b>Destination (address &amp; postcode)</b>		<b>Depart time</b> <b>OR</b> <b>Arrive at destination time</b>	
<b>Proposed Date(s)</b>		<b>Return time</b> <b>OR</b> <b>Leave destination time</b>	
<b>Approx. number of staff</b>		<b>Trip Leaders Mobile No. (for school emergency contact)</b>	
<b>Accompanying staff</b> Day trips must be a ratio of 1 to 15 – Minimum staff required 2	1) 2) 3) 4)	<b>Coach/Mini bus Transport prices required?</b>	
		<b>In curriculum time</b>	
		<b>Outside curriculum time</b>	

**Curriculum or 'Other' rationale for the activity:**

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	<b>Signature</b>	<b>Date</b>	
<b>Line Manager</b> Agreed activity			
<b>James Thorpe</b> Agreed date re calendar			Suggested alternative date(s)
<b>Signed off Clive Walker EVC</b>			

## Appendix B

### Off-site activities Risk Assessment - EXAMPLE

Visit:	Depart Date:
Leader:	Return Date:
Signed:	Date:

HAZARDS	WHO IS AT RISK?	CONTROL MEASURES	REVIEW
Minibus / Coach journey	All	<p>Seatbelts should be provided and used by all.</p> <p>Staff should check they remain fastened at all times. (see SCC guidelines)</p> <p>Staff dispersed throughout the coach / regular checks on long journeys.</p>	
Train journey	All	<p>Group should be divided amongst attached staff and kept together away from the platform edge.</p> <p>Luggage not left un-attended.</p> <p>Sub-groups should not impede other travellers.</p> <p>On the train students should sit down if possible and demonstrate respect for other travellers.</p> <p>If forced to travel in separate compartments students should register in their sub-group when leaving the train.</p>	
Plane Journey	All	<p>Establish clear meeting time and location pre check-in (airport map).</p> <p>Individual students allocated to specific staff.</p> <p>School luggage labels.</p> <p>Luggage not left un-attended.</p>	
<b>Destination</b>	All	<p>Arrange visit in advance.</p> <p>Arrange new E111 form, group / individual passport check.</p> <p>[ If group passport ID cards for France).</p> <p>Tour company, accommodation and activity risk assessments.</p>	
Accommodation	All	<p>Fire exits checked.</p> <p>Fire drill / collection area and briefing soon after arrival.</p> <p>Bedroom groupings sensitively arranged.</p> <p>If staff needed during the night students must use the internal phone and only open the door to a pre-arranged signal.</p>	
General / Medical	All	<p>Copies of medical details to: School file / Tour Co./ All attending staff [carried at all times.</p>	

		<p>Students medical details on personal card carried with them (in English and host country language) – <i>ESPECIALLY THOSE WITH SERIOUS ALLEGIES</i>.</p> <p>Where applicable, EPI pen carried by student and nominated staff.</p> <p>Party briefing regarding what to do if lost.</p> <p>Info' cards with visit programme and contact details etc.</p> <p>Basic language cards with written party contact info in local language including school mobile phone number.</p> <p>'Operation Duke' cards.</p>	
The General Public	All	<p>Stay in public places, avoid back alleys etc.</p> <p>Ensure that party members are polite and do not appear threatening to others by maintaining small groups.</p> <p>Avoid members of the public who appear threatening.</p> <p>Supervisors monitor members of the public with a view to spotting potential problems.</p>	
Becoming separated / lost / Abducted	All	<p>Students remain in separated, manageable groups with their supervisor.</p> <p>If allowed to move about unsupervised, regular 'face to face' register checks, [especially when boarding and leaving public transport].</p> <p>Effective supervision.</p> <p>Appropriate supervisory ratios.</p>	
<b>Local Transport</b>			
Station platforms & Buses	All	<p>Party to stay in tight groups at back of platform until directed to board.</p> <p>Group leader enters and exits first, ensuring whole group follows and they all 'mind the gap'.</p> <p>Staff back marker ensures no one is left behind.</p>	
Escalators	All	<p>Groups should be asked if they are happy / ready to take the escalator?</p> <p>Whole group takes escalator together.</p>	
Large public areas [e.g. squares / markets]	All	<p>Maintain well-organised groups, easily distinguishable from other members of the public.</p> <p>Enter shops in small groups with supervisors in each shop entered.</p> <p>Ensure group members only have cheap camera and limited Hi-Tech equipment to deter pickpockets.</p> <p>Do not keep valuables in back pockets or accessible parts of back packs.</p> <p>Avoid standing still watching street performers for long periods of time.</p>	

Destination [Specify]	All	Arrange visit in advance.  Take official tours and ensure group members have appropriate exercises to occupy them.  Evaluate any special activities and establish ground rules.  Where groups are under remote supervision, ensure they are in groups of three or four.  Operate a regular reporting in system.	
Other:			

## Appendix C - Trip Consent

**Trip Name:**  
**Student name:**  
**Parental contact number:**

**Return date:**  
**Tutor group:**  
**Email address:**

**Medical Conditions:** Does your child have specific medical conditions that need bringing to the attention of staff in relation to off-site activities/trips? It may be helpful to use the list below as a prompt, please give further details as necessary. Please bring to our attention any specific medical advice that your child has been given to follow in emergencies.

✓	Condition	Medication/Treatment needed if any/notes
	<b>No illnesses/allergies</b>	
	Asthma	
	Epipen - Allergy to:	Please ensure the epipen your child carries is up to date for the trip date.  Action required should a reaction occur.
	Medication Allergies	
	Other Allergies	
	Heart Condition	
	Severe headaches	
	Diabetes	
	Fits, Fainting	
	Bronchitis	
	Other illness/disability	
	Other health aspects that you need to bring to our attention	

To be allowed to take part in this trip and, having read the information sheet, I agree to his/her taking part in any or all of the activities described. I have ensured that my child understands that it is important for his/her safety and for the safety of the group that all rules and instructions given by the staff will be obeyed. I understand that, while the school, staff or helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising out of the journey. I therefore hereby agree to indemnify The Magna Carta School, its employees and agents against all liability for injury, loss to persons including death and damage to property, legal expenses and direct consequential losses or damage due to the acts or default of my son/daughter unless the illness, injury or death was due to the negligence of The Magna Carta School, its employees or agents.

**I give permission for my child to take part in offsite trips. I consent to any emergency medical treatment necessary during the course of the visit. I will advise the school in writing if any new medical conditions come to light.**

**Signed Parent/Carer)..... Print Name.....**

**Agreed Code of Conduct**

While we are part of the group and throughout the entire visit, we will be aware of the fact that we are representing our school, our family and ourselves. **We will do nothing which could reflect badly on any of these.**

We have discussed and agreed the following Code of Conduct for the purpose of letting everyone gain the maximum benefit from our trip.

- I will treat others politely at all times.
- I understand the need to be punctual and will always be at meeting places before the agreed time. I will make sure I know when we are expected to meet before I leave the group.
- I understand that we shall be working as a group and even when we are part of a smaller group we will make sure that no-one is excluded from the group or ignored. I will make an effort to help others to join in.
- When others are talking to the group or sharing their knowledge or feelings I will actively listen particularly where this may affect my safety or the safety of others.

**I agree to abide by the group Code of Conduct.**

Student Signature .....

**How to make payments**

Payment can be made using the on-line payment system or by cash with this consent form.

**Payments on-line**

To make a payment for this trip please use the on-line payment facility by following the link: [www.magnacarta.surrey.sch.uk / about us / parent information / on-line payments](http://www.magnacarta.surrey.sch.uk/about-us/parent-information/on-line-payments).

Make your payment under the trip title found on the top of this consent form.

**Remember to hand in this completed trip consent form by the date indicated above.**

**Payments by Cash**

Due to changes in banking procedures we are now **unable to accept any further cheque payments**. If you wish to make a payment by **cash** it is strongly advised that you call into the school to make this payment yourself, obtaining a receipt at the time. **Please put all cash payments in a sealed envelope noting your child's name and the trip title.**

**Photographic Consent**

For some trips we may take photographs of activities that the students are involved in. We may use the pictures in school publications, such as the prospectus, newsletters and/or on our website. We may also make video or web cam recordings for use by the school. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child. More details of the school's policy on photography are set out in the school prospectus.

Please indicate that you give consent for your child to be photographed for this trip. If you feel that you are unable to give consent then your child will be asked to step out of all photographs taken on this day.

**I give permission for photographs/filming during this trip.**

**Yes / No**

**Appendix D - Offsite Activity Evaluation**

This form must be completed *as soon as possible after the trip* and handed back to Cathy in the trip pack.

**Trip Date**                      **Trip Leader**                      **Destination / Activity**

**Evaluation:**

**How useful / effective was the activity?** (Circle one):    Very Good / Good / Average / Poor

If V Good / Good....Can you identify what made it so?

  
  

If Average / Poor....Can you say why or what would have improved the experience?

**How might you measure the impact of your activity?** *(If you need more space please use the reverse)*

If there were no incidents to report please pass this form to the EVC in the front office.

**N.B. *If there was an incident on this trip please complete the section below as a matter of urgency and return it to the EVC in the front office.***

**Signed:.....Trip Leader**

**What happened?** *(If you need more space please use the reverse)*

**Students involved**

**Staff action taken**

**Date / Time School notified:** .....                      **By Whom:**.....

***FOR OFFICE USE ONLY***

**SLT notified:    Name:**.....                      **Date / Time:**.....

**School Action:**    **EVC notified:    Date / Time:**.....