Management of Outdoor Education, Visits and Off-Site Activities (OEVOSA) Policy

Date approved by Board of Trustees	**19th May 2021**
Review Period	**Annual**
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Signed by Chair of Trustees **Hugh Whittaker**	

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1. INTRODUCTION

This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteacher are responsible. The Board of Trustees endorses the Devon County Council /Torbay Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020" (OEVOSA) as the basis for the Trust's policy for the management of visits and off-site activities. The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Holywell C of E Primary School. This policy also complements and should be read in conjunction with the Trust's Health & Safety and Safeguarding Policies.

2. RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Trust's Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly

3. RESPONSIBILITIES OF THE EDUCATIONAL VISITS CO-ORDINATOR

Although holding the ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).

Name of EVC: Luke Day.

The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the school specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to draw up the Standard Operating Procedures for 'routine and regular' visits and activities
- to manage and update the Evolve website, including updating staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. RESPONSIBILITIES OF THE VISIT LEADER

The Visit Leader will:- Mr Luke Day.

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures. This process will be undertaken in line with the arrangements described in paragraph 8 of this policy
- carry out specific activities in accordance with the detail of OEVOSA
- use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover in line with Devon County Council and Torbay Council OEVOSA document
- Ensure that all staff and any external provider have access to emergency contact and emergency procedure details
- continually re-assess risks during the activity and make adjustments accordingly

5. RESPONSIBILITIES OF ADDITIONAL MEMBERS OF STAFF TAKING PART IN VISITS AND OFF-SITE ACTIVITIES

Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including pupils on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity
- Be competent to carry out their allocated roles and responsibilities
- Be clear about emergency contacts and details

6. RESPONSIBILITIES OF PUPILS

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Pupils should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct and in line with the school's behaviour policy.
- Inform a member of staff of safety concerns

7. RESPONSIBILITIES OF PARENTS

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

- support the application of any agreed code of conduct and the school's behaviour policy.
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- Provide consent in accordance with the requirements of OEVOSA

8. RISK ASSESSMENT

Risk Assessment is a legal requirement.

The school is committed to a wide variety of outdoor activities, many of which will be repeated over each academic year where the risks will be very similar or the same. Therefore, when visits are 'routine and regular' in that they occur repeatedly each academic year, the measures taken to control these risks are listed in the Standard Operating Procedures (SOP) in Appendix A. These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the EVC and will be brought to the attention of anyone undertaking the role of Visit Leader.

In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the SOP are adequate for controlling the risks. For each visit/activity, the SOP document will be generated in either hard copy or electronically and the Visit Leader will *either* confirm these as adequate for the proposed visit/activity or insert additional control measures to the enhanced risk assessment column where required.

Where children taking part in a planned visit have special education needs, the Visit Leader must consult with the SENDCo to ensure enhanced measures are adequate to meet the child's needs. Where a child has an EHCP/HCP/BCP, the SENDCO must confirm that enhanced measures meet the requirements of the child's individual plans and countersign the enhanced risk assessment.

Any ad hoc visit which is not repeated regularly, plus any activities delivered by school staff falling within the definition of Category B, will have a separate stand-alone risk assessment, as will any overseas Category C visit. This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the Visit Specific risk assessment.

9. APPROVAL OF OFF-SITE ACTIVITIES

The Headteacher will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

There are 3 categories of visit:

Category A:

- Non-adventurous visits i.e. visits to local places of worship, farms, public places etc.
- Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:

- Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
- Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
- Adventurous residential visits to outdoor centres

Category C:

- Visits of all types outside the UK

In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher ahead of final endorsement by the Local Authority Adviser for Outdoor Education.

The policy of Holywell C of E Primary School is that Category A visits will also be uploaded to the Evolve system to allow the Headteacher and the EVC to monitor the management of off-site visits.

10. SAFEGUARDING

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the Trust's Child Protection/Safeguarding policies and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer outside normal school hours if necessary. The safeguarding contact details should be communicated to all staff/volunteers on the trip in case the safeguarding concern is about the visit leader.

11. THE PROVISION OF TRAINING AND INFORMATION

A copy of this policy, along with the overall OEVOSA document, must be uploaded to EVOLVE document space, be made available to all staff within the school who may be responsible for participating in off-site visits & activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance information, via the Babcock LDP website: www.babcock-education.co.uk/ldp

The Headteacher will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Headteacher/EVC and records of qualifications will be uploaded to the Evolve system.

12. ACTION IN THE CASE OF EMERGENCY

The Headteacher/EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment as described in section 8. Where necessary, this assessment must include the identification of contingency plans. It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary. Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Trust's Health & Safety Policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

All Emergencies must be reported to the Headteacher immediately, who will contact and inform their Director of School Improvement.

13. MONITORING AND REVIEW

The local governing body will monitor the application of this policy in operational practice. The Board of Trustees will review this policy:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident

APPENDIX 1: Policy History

Version / Date	Summary of Change	Review Date	Lead Author
March 2021	**Front Cover:** Suggest to bring review in line with LA's OEVOSA two year document review cycle	March 2022	Mr N Burstow
March 2021	**Front Cover:** Policy sign off changed from chair of Governors to chair of the Board of Trustees	March 2022	Mr N Burstow
March 2021	**Section 1, Introduction:** Change from Governing Body to The Board of Trustees for who endorses the Devon County Council /Torbay Council policy document Policy - OEVOSA	March 2022	Mr N Burstow
March 2021	**Section 1, Introduction:** Date change - Update the date to reflect the most recent LA's OEVOSA document, from 2018 to 2020.	March 2022	Mr N Burstow
March 2021	**Section 4, Responsibilities of the Leader:** Bullets Added - • Ensure that all staff and any external provider have access to emergency contact and emergency procedure details	March 2022	Mr N Burstow
March 2021	**Section 4, Responsibilities of the Leader:** Bullet amended - • establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover, in line with Devon County Council and Torbay Council OEVOSA document	March 2022	Mr N Burstow
March 2021	**Section 5, Responsibilities of additional members of staff taking part in the visits and off-site activity:** Bullets Added - • Be competent to carry out their allocated roles and responsibilities. • Be clear about emergency contacts and details.	March 2022	Mr N Burstow
March 2021	**Section 8, Risk Assessment:** Text Added - Risk assessment is a legal requirement.	March 2022	Mr N Burstow
March 2021	**Section 9, Approval of Offsite Activity:** 1) Removal of the option to have the EVC to be responsible for approving all off-site activities (OEVOSA identifies Headteacher only) 2) Remove the option for Category A visits to not be uploaded to the Evolve system (all offsite visits to be logged on Evolve). 3) Remove 'governors' for monitoring the management of category A visits on evolve.	March 2022	Mr N Burstow
March 2021	**Section 13, Monitoring and Review:** Text amended - The local governing body will monitor the application of this policy in operational practice. The Board of Trustees will review this policy:	March 2022	Mr N Burstow