



Kensington Junior Academy Off-Site Visits Policy

Our Vision

At Kensington Junior Academy, we will ensure that our children are academically, socially and emotionally adept 21st century citizens.

Introduction

Kensington Junior Academy is committed to providing its pupils with a wide range of educational and life experiences, especially those that can only be achieved away from the school grounds. Off-site visits play an important role in helping the school to provide an exciting and educational experience for all of its pupils and staff. With the development of a more 'creative' and practical curriculum, off-site visits are a much more regular and highly valued activity. The school wishes to use this policy as a way of supporting and guiding staff in the undertaking of off-site visits.

Compliance with this policy will help to support staff in the reduction of paperwork needed when planning an off-site visit, whilst retaining the guidance, safety and procedures of off-site visits.

Aims

Kensington Junior Academy is committed to ensuring that risks are reduced 'so far as is reasonably practicable' to its employees, volunteers and pupils. This policy is a statement of the major procedures and guidelines in place to ensure that outdoor learning takes place within a safe and meaningful context. In particular it ensures that:

- Off-site visits/activities have clear objectives, be well planned and effective risk assessment will have taken place.
- All those involved in the organisation and running of off-site visits/activities or outdoor learning will comply with statutory guidelines relating to the health and well-being of pupils and adults undertaking such activities.
- Staff leading off-site visits will have sufficient training and support to ensure a successful and rewarding experience for all involved

Key Personnel

Head of School	Mrs Becky Turner	b.turner@kensington.djanogly.org
Deputy Head	Mr Carl Oakland	c.oakland@kensington.djanogly.org
Off-Site Visits Coordinator	Mr Carl Oakland	c.oakland@kensington.djanogly.org

Practice

Kensington Junior Academy will:-

- Appoint a trained Off-site Visits Coordinator (OVC) who will ensure that off-site visits follow statutory guidelines and that the Visit Leader and accompanying adults are suitably competent to run the visit/activity.
- Develop and implement procedures to monitor all outdoor learning and off-site visits and their associated planning.
- Develop and implement an approval system for all visits.

Notification and approval of Regular and Routine visits (Category A)

All regular and routine visits will be approved by the OVC. If they are not a member of SLT then these should be countersigned by a delegated and trained member of SLT. This should be a minimum of 7 days before the visit takes place except in very exceptional circumstances. Approval may be given at shorter notice, although this is not seen as good practice. Kensington Junior Academy will manage, monitor and record off-site visits through the completion of appropriate risk assessment forms. These should be completed by the Visit Leader and submitted to the OVC for approval and counter signature. All adults accompanying the visit should then read and sign to confirm that they have read and understood.

For the purposes of this policy the establishment defines 'regular and routine' activity as those activities and visits that:

- A year group undertakes on an annual basis as part of the curriculum delivery, so this will be a regular yearly activity.
- Happen multiple times during a term or year.
- Are within walking distance of the school, or short transport rides.
- Locations where the known local hospitals would be the closest A and E centres.
- Are within limited driving distance from the school.
- Address aspects of the curriculum with which the year group is currently covering
- Involve regular or one off sporting activities.

Notification and approval of visits that do not constitute Regular or Routine

Some visits are regarded as potentially higher risk and so require additional notification/approval at senior executive level (ie executive head or CEO as appropriate). The same risk assessments forms should be used but these should then be shared and countersigned. The CEO should be informed by email of dates, location, year group and visit leader for all higher risk visits.

Such visits are:

- Residential – all visits which require pupils/staff to be away from home over night
- Visits to London
- Visits to airports
- Watersports

Where academies choose to use an online system (eg EVOLVE) they should still ensure that protocols are followed for informing trust leaders regarding higher risk visits.

Responsibility & Organisation

Governors

- Ensure that appropriate policies and procedures are ratified and in place
- Ensure that statutory guidelines are in place and followed

Head of School

- Ensure that there is an OVC in place who is suitably trained and competent
- Ensure that all staff know and understand the policy and procedures for off-site visits
- Retain ultimate responsibility for pupils, staff and volunteers involved in off-site visits
- Have a procedure in place for dealing with emergency situations and for investigating incidents after they have been resolved.

Off-site Visits Coordinator (OVC)

- Attend appropriate training and keep up to date with changes
- Ensure all visits meet the aims of this policy
- Ensure visit leaders follow policy and procedures in planning and running off-site visits
- Review and sign approval for all visits
- Report any concerns to senior leaders.

Visit Leader

- Ensure all policy and procedures are followed
- Seek guidance and approval for planned visits from OVC
- Ensure effective communication to all participants and key staff remaining in school
- Report back any issues/concerns to OVC and/or SLT.

All Staff

- Staff members are directly responsible for the well-being and safety of pupils in their care
- All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as part of the staff Continuing Professional Development process. Where appropriate, staff may be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.
- New employees will undertake a specific establishment induction process in relation to this policy.

In particular staff will: –

- Have the minimum level of competence, as stated in this policy, for the activities they undertake.
- Have obtained the appropriate approval for the outdoor learning activity / off-site visit.
- Have informed parents/guardians of the activities being undertaken or obtained consent or permission, if appropriate. Permission for regular/routine visits is included in the school admission form
- Ensure they have easy access to current details relating to group member's medical information and contact telephone numbers, in case of an emergency. Ensure this information is accessible to their nominated contact person, back at school, along with details of the venue used and an expected time back.
- Provide appropriate briefings and instructions to their group and accompanying adults to ensure a safe and high quality experience.

- Ensure children and young people are wearing appropriate clothing for the activity being undertaken.
- In conjunction with any assistant staff, provide adequate supervision of young people in their charge during the activity session.
- Know that any resulting incident must be report to a senior member of staff and recorded appropriately
- Comply with any access or environmental agreements for areas worked in.
- Contact the school if they anticipate returning later than estimated.

Pre – session/activity planning

Before any off-site activities are undertaken the visit leader must ensure the following guidelines are followed:

- Ensure that the visit complies with the policy and procedures
- Carry out a pre-visit to any new venues used or by staff using existing venues for the first time wherever possible.
- Ensure that pupils and parents/carers are made aware of the nature, purpose and detail of the off-site visit/activity.
- When appropriate, consent/notification including all appropriate information is obtained from parents/carers to support off-site activity/outdoor learning
- Ensure that adult:pupil ratios are appropriate and safe
- Complete appropriate risk assessment form and ensure that all accompanying adults have read and signed it
- Inform appropriate school staff of the visit and ensure that cover arrangements are made for accompanying staff if necessary
- Order packed lunches from the kitchen at least 10 days in advance
- Ensure that provision is made for first aid support through a suitably qualified member of staff or that the visit location has its own first aid provision that can be accessed
- Seek advice/approval from the OVC

During the off-site visit/activity

During the visit the Visit Leader will:

- Ensure that the visit is managed in order that risks are reduced to staff and pupils as far as is reasonably practicable.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Warn children and young people about 'strangers'.
- Briefing to all on what to do if separated from the Group. Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Inform senior leaders at school at earliest opportunity of any incident which impacts on the safety of the visit.

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.
- Follow the guidance and directions of the Visit Leader.

During a visit all participants will:

- Ensure they co-operate with the Visit 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.

Normal operating procedures – all visits/activities

Staff competence

- The Head of School should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led
- In addition, it is important that supervising staff are competent and understand their roles and responsibility. Appropriate levels of first aid cover must be available according to the activity risk assessment
- All staff in sole supervision of young people must have undergone an enhanced DBS check.

Use of appropriate equipment:

- Provide clear information re suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares.

Management of on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly
- On-going risk assessment carried out by Visit Leader during the activity.

Indirect / remote supervision (Specific permission required for this from Head of School)

- Check location is suitable for this mode of supervision
- Ensure pupils are sufficiently briefed and competent (any individual pupil for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood
- Pupils remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and pupils know how to contact staff
- Set clear boundaries
- Parents/carers informed and consent given for Indirect/remote supervision
- Warn pupils about traffic, if necessary.

Medical emergency and incident management

- Staff must know and understand the schools emergency procedures. Visit Leader should contact school immediately following any serious incident
- Pupils and parents/carers should be reminded to bring individual medication where appropriate – with written permission required
- Mobile phones should be carried by staff

- Emergency details with nominated contact person to be arranged
- Emergency plan for lost or missing young people known and understood by group leaders
- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident
- Travel sickness pills can only be given if prescribed by a medical practitioner with prior consent by parents/carers has been obtained.

Normal operating procedures - travel

By foot

- Walk on foot' planned to avoid fast roads wherever possible
- Pavements must be used where available and the dangers of being on the road explained to pupils
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Pupils briefed re hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and pupils made aware of the rules outlined in the Highway and Green Cross codes
- Consideration could be given as to whether easily visible clothing could be worn by pupils.

By public transport

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Pup know their group and leader(s) and the route they are taking
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments
- The safety of pupils whilst waiting to be picked up and at drop off points or getting on and off transport must be considered
- Pupils should never be on their own.

Taxi:

- Pupils must always be accompanied by a member of staff.

By car

- Driver must have signed Driver Declaration form that they are suitably qualified, have business insurance and car is roadworthy
- Appropriate car seats are used
- All occupants use seatbelts.

The Parent – Teacher Partnership

It is important that parents/carers are kept fully informed about off-site visits and the value these have in enhancing their children's learning. Costs to parents should be kept as low as possible and every endeavour will be made to ensure that no child misses out due to genuine financial constraints.

Inclusion & Equality

We strongly believe that all children should have full and equal access to all learning opportunities and experiences. It is the responsibility of all staff to ensure that children are supported and challenged as appropriate to their individual need. Where children have individual needs that could impact on their involvement in off-site visits every effort will be made to include them or to provide an equivalent experience.