



The Angmering School

Ambition
Respect
Courage

**LEARNING OUTSIDE the
CLASSROOM (LOtC)**

AND

OFF-SITE EDUCATIONAL VISITS

Policy 2021

Covid19 has been taken into consideration when reviewing this policy

Reviewed by PJO FMO March 2021
Approved by Governors April 2021
Next review due March 2023

CONTENTS:

1. Introduction
2. Roles and Responsibilities
3. Guidance Notes for Off-site Educational Visits
4. Guideline Notes for Adventurous Activities On School Grounds

Appendix A – Parental Consent for Routine and Local LOtC

Appendix B – Parental Consent and Medical form

Appendix C – Trip Approval Procedure

Appendix D – Trip Approval Checklist (Internal Permission)

Appendix E – OE2 External Providers form

Appendix F – Risk Assessment and RAOSI form

Appendix G – Work Experience Guidelines

Appendix H – Trip Leader’s Evaluation Form

Appendix I – Establishment Specific Guidelines

Appendix J – Routine and Local Visits Guidelines

Appendix K – Emergency Telephone Card (Visit Leader)

Policy for LOTC and Off-site Educational Visits

1. Introduction

1.1 Angmering School provides many opportunities for its students to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. Access to trips and visits which are part of the taught curriculum must be open to all students with the school making appropriate arrangements to support students with special needs and those who need financial support.

1.2 The value of LOtC 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. LOtC must be well managed, information communicated and responsibilities recognised as with any other learning that takes place within the school.

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

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance <https://schools.westsussex.gov.uk/Services/3103> ;
- OEAP National Guidance <https://oeapng.info/> ;
- Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk management processes, and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body (delegated to the Chair and one other named governor). Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all LOtC and off site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Internal Permission/Cover Arrangements/Checklist form and where required Evolve visit form.

2.3 The Deputy Headteacher ensures that all LOtC and off-site activities are appropriate to meet the learning of the students.

2.4 The Educational Visits Co-ordinator (EVC) ensures that all LOtC and off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the risk management process to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure & Barring Scheme disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event (Emergency Contact Card, **appendix K**).
- Keep records and make reports of accidents and “near misses” (See **appendix H**)
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom (LOtC).

2.5 The Visit Leader is responsible for identifying the purpose and outcomes of the visit and following the checklist published in the Local Authority guidance. A robust risk management process is necessary for all LOtC and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form).

This will take account of:

- Generic hazards;
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;
- On-going hazards 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, outcomes and the risk management processes.

(See **appendix I**)

2.6 Participants are encouraged to consider hazards involved in LOtC and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

3. **Guidance Notes for Off-Site Educational Visits**

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

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance. Further information is available from the EVOLVE web-site (www.westsussexvisits.org). Training for staff and Visit 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. Access to such training is also available through the Outdoor Education Office Advisor.

3.2 In order to plan LOtC and visits the EVC (or Head of Department/ faculty/ year) should be involved in discussing plans at an early stage. Routine or local visits such as sport fixtures, school competitions and church visits 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. (See **appendix C**)

3.3 Parental Consent/ medical and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. Consent for routine/ local visits may be gained from the routine trips consent form (See **appendix A**). If Parent Pay is used consent may be gained online. For all trips that are abroad, residential and adventurous the Consent and Medical form will be given to parents to complete (See **appendix B**).

3.4 Internal Approval Form (See **appendix D**), is to achieve any necessary cover arrangements, place in diary, check examinations, and obtain approval from Governing Body and the EVC.

3.5 An EVOLVE Visit form must be completed for all non routine and local LOtC (see **appendix J**), including residential visits, visits abroad, visits out of County or greater than 25 miles and for all adventurous activities whether on site or off-site. Routine visits (e.g. inter school competitions) travelling further than 25 miles are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing Body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the WSCC arrangement. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider. A refund may be possible.

3.6 OE2 form: provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. (See **appendix E**).

Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place (see **appendix H**). If such a form was completed at the venue, copies need to be taken and filed at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. 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 www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation. (See **appendix F**)

3.9 Providers that hold a LOtC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.



LOtC Quality Badge

4. **Guidance Notes for Adventurous Activities on Angmering School's Grounds**

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

4.1 Group Leaders wishing to lead adventurous activities including off road biking, climbing, kayaking, forest schools/ bush craft activities and camp craft stove work on the school site will need to seek approval from the EVC and Deputy Headteacher to check appropriateness and complete if necessary an EVOLVE form to be submitted for approval to the Local Authority.

Appendix A

PARENT CONSENT FORM (Part of our School Admission Form) EDUCATIONAL VISITS : A statement from The Headteacher

“

Throughout the period of time your daughter/son attends The Angmering School many visits will be made to local places of interest and there will be opportunity to represent the school in interschool competitions.

It is necessary for me to obtain your permission to take your child on these outings, but as many of the visits undertaken are very local, I am seeking your consent collectively, rather than obtaining your permission on each occasion. You will, of course, be advised when a visit has been arranged, but it would assist the administration of the School if you completed this Consent Form. This form will be kept in your child's file. Your child will not be able to take part in any visit unless this Consent Form or an individual visit form has been completed.

From time to time visits will be arranged which will require separate consent. This will be sought via a mandatory tick box on Parent Pay or with the Consent and Medical form and on these occasions your child will bring a letter home which will include details of the particular outing which has been planned. This will apply for visits that are not routine, residential and activities deemed to be of greater risk.

I must point out that School staff and any helpers in charge of the School outings will take all reasonable care of the children but neither they nor the Local Education Authority, can be held responsible for loss, damage or injury unless they are directly caused by the negligence of staff or helpers in charge of the party.

”

Appendix B

Parental Consent Guidance for Letters

Parental consent is not required for activities and visits that take place wholly during the school day (Education Act 2002). However, parents must be advised in advance if their children are to be going off-site during the school day.

Off-site educational visits and Learning Outside the Classroom (LOtC) activities that over-run the school day, or are outside the normal school day, require evidence of parental consent.

The following form is recommended for use with the more significant off-site and LOtC visit e.g. residential visits, visits abroad or adventurous activities.

For local LOtC activities, other than those described above, that are outside the school's normal hours or are a regular occurrence may be covered via a generic consent form at the start of the school year.

For those using on-line systems the consent function often attached to these payment systems has been deemed adequate to obtain consent.

DAY TRIP ONLY WHERE NOT HAZARDOUS AND NOT ABROAD

OUR REF: **Part School Number /subject area/ trip leader initials/ admin initials**

Date

Dear Parent/Guardian

Re: Trip title, date of trip and time of trip

I am writing to inform you of the **subject area** trip to **title of trip** at **destination**.

Give details of trip.

We will be leaving Angmering School at **time** and plan to arrive back at Angmering School at around **return time**.

Students are required to wear their normal everyday clothes, with appropriate footwear. Please also ensure students have coats/sunscreen depending on the weather. **OR** Students are required to wear full school uniform.

There is no cost for this trip. Students will need to bring a packed lunch and money for any additional refreshments they wish to purchase. **OR**

The trip cost will be £?? . The price includes **add what the price includes**. Payment for the trip will need to be made on ParentPay by **final date**, which can be accessed via the home page on the school's website using the link to ParentPay. If you have any problems accessing ParentPay, or require any further information regarding making payments, please contact Mrs. Foreman at the school on 01903 778367.

We must tell you that, as the school could not bear any of the costs of the trip without reducing its ability to provide the books and materials that are essential for its curricular needs, the trip cannot

take place unless all parents who are able to are willing to contribute. If you would like your son/daughter to participate, but are unable to contribute the full amount, please contact me in confidence, in writing, by **cut off date**.

If your child is entitled to free school meals, the school can provide your child with a sandwich, drink and cookie on the day of the trip. This must be ordered from the canteen by your child the day before the trip takes place, as the canteen will be unable to provide this without prior notice.

Please complete and return the reply slip by **(enter date)**

Students are required to provide up to date Medical Information prior to this trip. The school has a signed consent and medical form on each student's file.

Should you wish to update or amend the student form that we have on file please contact us directly and we will send you one to complete.

Students are expected to abide by our School's Code of Conduct for trips a copy of which is attached.

Any students found not to be adhering to the Code of Conduct, could jeopardise their place on the trip and participation in future trips.

When collecting/ dropping off students for events outside of school hours, please could you park either in the staff car park or outside the school site to ensure student safety? Please remember to observe parking restrictions (double yellow lines) and not to obstruct residents' driveways.

Yours sincerely
Trip Leader

✂.....
REPLY SLIPS to Trip Leader c/o Reception, The Angmering School

Please put reply slip in a sealed envelope with your son/daughter's name, tutor group and "Trip Name" clearly written on the front **by final date**. Envelopes will be received at first and second lunch only.

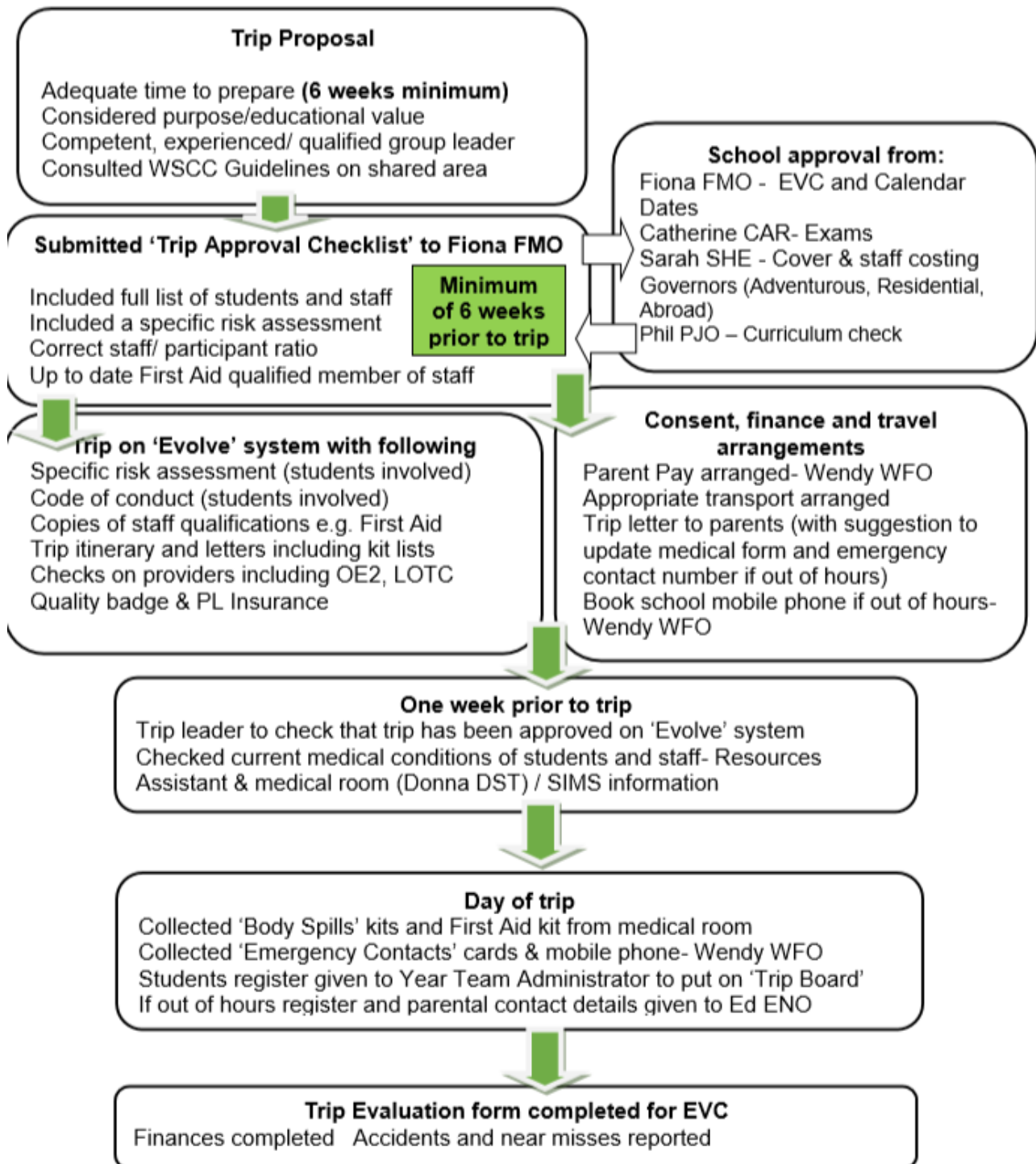
I give permission for my son/daughter: of (TG) to go to **trip name** on **date of trip**.

I have read and understood the School's Code of Conduct and understand non compliance could result in my son/daughter being refused participation in future trips.

Signed: Print name:

Contact Number on trip date

Appendix C Educational Visits Approval



Appendix D Trip Approval Checklist

A trip should not be arranged or letters sent out before all have been confirmed

Please Make sure you attach	the following:			
Code of conduct		Risk Assessment		Evolve Number
First Aid certificate		LNC students		
Draft Trip letter		Itinerary		
Name of visit or trip				Trip Leader
Type of visit or trip		Purpose of visit or trip	Curriculum Aim	Year Group (s)
(residential, abroad, adventurous & day)				
Date of event		Departure /	Return time	Cost per student
				<i>see budget guidance footnote</i>
Full address of visit/ trip venue		Trip mobile phone no:		
(include contact number)		own phone / school mobile		
		please circle		
		Transport Arrangements		
				<i>* Additional staff</i>
Names of all participating staff		<i>* see note below</i>	Is cover required?	
(full name and code please)				<i>Staffing Costs</i>
				<i>Total Cost</i>
Staff must not leave the trip until students are returned to school				
<i>* Please indicate if this is not a normal working day for any staff participating i.e. usual day off</i>				<i>Exam Consideration</i>
				CAR
Student details				
Number of students	Yrs	Number PP students		<i>Cover Request</i>
Male:				SHE
Female:				
Attach a register of students, including Tutor Groups, to this				Curriculum Check
				PJO
			Governor	<i>EVC + Calendar dates</i>
Original Form filed with Fiona FMO			Approved	<i>FMO Approved</i>

			Not Approved	Date
Please ensure First Aid certificate and letter to parents (including itinerary) is attached.				
<u>Trip Budgeting Guide</u>				
Entry / Participation Costs	Include costs for all students and staff			
Equipment Costs	If applicable i.e. hire of skates			
Travel Costs	Coach, rail costs for all students and staff. Minibus costs not charged against trip			
	unless one has specifically been hired in or additional charges due i.e. ferry, tolls			
Passports	If applicable, cost of Collective passport			
Total of all rechargeable costs divided by number of students on trip = initial student cost.				
Add an additional 1.29% to the initial student cost to cover ParentPay transaction fees.				



Appendix E

Provider Standards Form OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments.

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you meet. Indicated by a cross any you cannot meet. Write N/A against any specification, which does not apply to your provision.

Section A should be completed for all visits. Section B (adventurous activities) should be completed, if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.

880027520. Accident and emergency procedures are maintained and records are available for inspection.

880027800. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.

880027856. There are adequate and regular opportunities for the group leader to liaise with the provider and designated staff.

880026680. The Centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.

880026512. All reasonable checks, including Criminal Record Bureau checks, are made on staff that have unsupervised access to young people

880026792. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.

880026848. The provider has public liability insurance for at least £5million, **(please attach a copy of your certificate of public liability insurance cover)**

880026232. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.

Details of any accreditation eg: **'Learning Outside the Classroom' Quality Badge** Award, AALA license number, National Governing Body, BAHA, Tourist Board etc:

I certify that the organisation I represent complies fully with the requirements set out above, except where I have deleted or crossed out the item. The organisation will observe the above conditions during any visit from a West Sussex establishment

Signed:

Date:

Name:

Position in Org:

Tel (general):

Mobile:

Email (general):

Website:

Thank you for completing this form. Please return it to the school/establishment that sent it to you along with a copy of your Public Liability Insurance Certificate.

Appendix F : Risk Assessment

A risk assessment is nothing more than a careful examination of what, through your off-site activities, could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm. A hazard is anything that has the potential to cause injury or harm. A risk is the likelihood and extent, great or small, of harm being caused. The important task is to identify significant hazards and ensure risks are minimised so that they are small. An action plan or list of tasks may need to be drawn up to ensure risks are at an acceptable level, through the use of adequate control procedures. You must have satisfactorily completed a risk assessment document – .see draft below
You are also advised to ask tour operators for a copy of their safety management system.

The key features of risk assessment are that:

- The hazard is identified
- The people who may be affected by the hazard are identified
- The risk rating is identified
- The control measures to minimise the hazard are identified
- Any further action you may need to take is identified

The most likely general hazards would be:

- Student/staff medical conditions
- Transport
- Accommodation
- Security
- Members of the group becoming separated
- Incidents/Injury or getting lost during an activity
- Incidents/injury or getting lost whilst separated from staff
- Road traffic
- Incidents with members of the public
- Unsupervised time
- Risks involved in the range of activities undertaken and environments used

There are then the hazards specific to your trip/activity, most organised events/tourist locations will have risk assessments already in place, and these risk assessments must be requested from the provider and understood by the trip organiser prior to the trip taking place.

Ensure you have a mobile phone on the trip and that for residential/overseas trips, students and parents/carers know the number of the school mobile. The Headteacher should be designated as the school/home contact in case of Emergency. The Headteacher should handle all contacts with the media; no-one on the trip should speak to the media.

RISK ASSESSMENT PROCEDURES FORM

RISK ASSESSMENT and RISK MANAGEMENT FOR OFF-SITE ACTIVITIES

ACTIVITY AND ASSOCIATED HAZARDS	GROUPS AT RISK	PROCEDURES
<p>TRAVEL BY COACH</p> <p>Hazards include: Safety of students whilst travelling – possible injury; risk of fall or injury from Trip hazard from carelessly discarded litter within vehicle Students becoming ill</p>	<p>All</p>	<ul style="list-style-type: none"> ✓ Students will be registered before boarding the coach, at the venue and before leaving ✓ Ensure students are aware of the safety issues – wearing seatbelts at all times and sitting in their seats throughout the journey; students not to distract the driver at any time Also to ensure students do not eat or drink on the journey (including chewing gum) and not to leave/drop litter ✓ Staff to be seated adjacent to emergency exits of coach ✓ Staff to be seated at varied locations in coach to ensure effective supervision ✓ Students to alight on the pavement and form an orderly queue – if abroad ensure students are aware of the direction of the flow of traffic ✓ If visiting a service station, students to be accompanied at all times to toilets etc and no students to be left unsupervised on coach; to take another head count before departure ✓ On arrival give students a meeting point to come to if help is needed ✓ On arrival point out to students a medical/first aid point ✓ Staff to carry a mobile phone, switched on ✓ Staff to carry list of students with emergency phone numbers

		<ul style="list-style-type: none"> ✓ Staff to carry a first aid kit or be aware of location in the coach
TRAVEL BY SHUTTLE	All	<ul style="list-style-type: none"> ✓ Ensure students do not leave the carriage unless to go to the toilet (accompanied by a member of staff).
<p>TRAVEL BY Aeroplane</p> <p>Hazards include: Safety of students whilst travelling – possible injury; risk of fall or injury from Turbulence, Trip hazard from carelessly discarded litter within plane Students becoming ill Bags in overhead lockers</p>	All	<ul style="list-style-type: none"> ✓ Students will be registered on arrival at the airport and before boarding the plane. ✓ Ensure students are aware of the safety issues – wearing seatbelts at all times and sitting in their seats throughout the journey; ✓ Also to ensure students do not drop/leave litter (including chewing gum) ✓ Staff to be seated at varied locations in coach to ensure effective supervision ✓ Students to alight on the pavement and form an orderly queue to clear customs and collect luggage ✓ Once in arrivals Students to be Registered, and checked at key points ✓ Staff to carry a mobile phone. ✓ Staff to carry list of students with emergency phone numbers ✓ Staff to carry a first aid kit or be aware of any students with health needs
<p>GETTING LOST. DISTRESSED OR INJURED</p> <p>Hazards include: Safety of students - being able to communicate with a member of staff Students becoming ill or distressed</p>	All	<ul style="list-style-type: none"> ✓ All students to be registered before, on the journey, at the destination and before the return home ✓ All students to stay in the building (destination) at all times ✓ All students to stay in groups of no less than 3 at all times ✓ Ensure students are aware of the arranged meeting point ✓ Staff to carry first aid kit or be aware of location of centre in destination ✓ Staff to ensure students know where first aid point/meeting point is ✓ Staff to carry mobile phones, switched on ✓ Staff to carry list of students with emergency phone numbers
<p>ICE SKATING, BOWLING & SWIMMING – TO INCLUDE COACH TRAVEL</p> <p>Hazards include: Safety of students whilst travelling Students getting lost/injured/slips/falls Non-swimmers Special Needs Students Bowling footwear</p>	All	<ul style="list-style-type: none"> ✓ Students will be registered before boarding the coach, at the venue and before leaving ✓ Ensure students are aware of the safety issues – wearing seatbelts at all times and sitting in their seats throughout the journey. Also to ensure students do not eat or drink on the journey. ✓ Students to alight on the pavement and form an orderly queue ✓ On arrival give students a meeting point to come to if help is needed ✓ Ensure safety procedures are outlined to students especially with regard to injuries, ensuring students are aware of the first aid/medical point and staff help point ✓ Students to stay in small groups at all times (no less than 3) ✓ Staff to carry a mobile phone, switched on ✓ Staff to carry list of students with emergency phone numbers

		<ul style="list-style-type: none"> ✓ Students to wear correct bowling footwear.
<p>HOTEL</p> <p>Hazards include: Fire; Gas; Electric Personal safety Entrapment or entanglement in machinery or equipment Use of hot equipment, burns, scalds etc Slips, trips and falls</p>	All	<ul style="list-style-type: none"> ✓ Ensure installation and inspection certificates issued by relevant authorities are checked (ie Fire Service; Health & Safety Commissions), or, site observation report. ✓ On arrival make students aware of emergency and security procedures immediately ✓ On arrival point out fire escape routes and assembly points ✓ On arrival point out “out of bounds” areas ✓ Any equipment found to be faulty to be taken out of service or reported to accommodation manager ✓ Staff and students not to use any equipment not specifically provided for their use ✓ Students are not to leave their rooms once they have been checked in for the evening ✓ Staff to patrol rooms until students have settled
<p>SKIING</p> <p>General On going risk assessments are covered appropriately</p> <p>Skiing: Pupils unprepared for lessons</p> <p>Pupils matched to groups and instructors</p> <p>Pupil injury whilst skiing</p> <p>Pupils unfit to ski</p> <p>Pupils attempt to ski on own</p> <p>Staff lost or injured whilst skiing</p> <p>Safety whilst skiing</p> <p>Pupils or staff become separated after or during ski session time.</p>	All	<ul style="list-style-type: none"> ✓ Follow guidance contained in the WSCC Regulations & Notes of Guidance for Off-site Activities 2007. (Section B2.12) ✓ Daily rota of staff meetings and announcements to pupils. Notes of staff meetings are kept as evidence of on-going decisions made. ✓ Daily briefing, related to weather forecast of clothing required, plus skin and eye protection. Establish a buddy check system for essential equipment including ski pass ✓ Teacher assigned to each ski group. Responsible for hand over and collection at an identified point. Remain with group on first day to ensure compatibility of people and skill levels. All staff have a ski group list. Spares are carried. Lists updated if changes are made. ✓ Ensure there is a communication system between the ski school and the tour rep/hotel to report injury to pupil, and that staff phone numbers are provided to relay the message if required. ✓ Normally pupils will still go to the ski area and watch from a restaurant or bar – duty staff to supervise. Remote supervision if more than one and pupils are responsible. If unwell, the nurse will authorise remaining in the hotel – duty staff or school staff to stay with them. ✓ Clear instructions given. Skis not to be put on until the instructor arrives. Groups met on time to be handed back by instructors. Any extra skiing to be led by qualified members of staff. ✓ Staff must not ski alone. Inform each other of areas that you intend to ski in. ✓ National Ski School instructors used for lessons, local medical procedures used. Radio contact between instructors and ski hire centre. Qualified teachers supervise extra skiing when appropriate. ✓ Everyone carries the name, address and phone number of the hotel. Staff carry mobile phones. Pupils instructed where to go to (Ski Hire or coach waiting area) if lost or unsure what to do.

<p>Down time: Pupils injured through horseplay or inappropriate activity Evening Activities:</p>		<ul style="list-style-type: none"> ✓ Own room policy in place. Games and meeting areas used for communal get together. In town visits in groups of 3 – 5 but must sign out and in. Staff employ remote supervision systems in town, in corridors and common rooms. ✓ Evening programme pre-planned. All pupils and staff attend. Pupils only excused through illness by nurse or for inappropriate behaviour by staff, School or duty staff remain to supervise anyone left behind.
<p>COVID Coach Travel Hotel roomings Eating arrangements Equipment hire and use Instructors</p>	<p>All</p>	<ul style="list-style-type: none"> ✓ Students will have a mask and wear on the coach if required by coach company - to be considered closer to departure ✓ Students will bring their own sanitiser - this will be on the kit list for students. ✓ Students will bring their own food and snacks for the coach journey. Food will not be shared. ✓ Staff will enforce the wearing of masks in enclosed space ✓ Students will have a seating plan for the coach and this will be within their year group bubble ✓ Students will share their room with someone in their year group ✓ Students will be reminded of sanitising and space regularly ✓ Students will have the same groupings for meal times. They will remain the same for the duration of the trip. ✓ Equipment must be sanitised prior to hire. ✓ Students must not share equipment - staff will ensure kit is named so there is no crossover of kit. ✓ Social distancing will be in place when in ski groups. Instructors must wear masks when talking to students ✓ Staff will remain 2 metre distance from students ✓ Thermometer would be taken on trip for precautions ✓ If anyone displayed symptoms on the trip we would isolate that room and a member of staff would remain with that group of individuals (PPE would be required) ✓ If a student contracted the virus the insurance for the trip would be used to extend their stay to ensure that the isolation period was completed correctly.

Appendix G: Work Experience

Work experience is part of the 6th form experience and some students in KS4 who receive targeted placements. The safety of placements is overseen by Brighton Met college who are commissioned by West Sussex. This takes the form of a workplace visit to ensure the relevant safety standards.

Once a work placement is approved the relevant forms are signed by students, parents and employers. Parents should ensure they make a note of any medical conditions on the relevant paperwork so that employers are fully aware of any medical risks.

Some type of work experience is prohibited, for example students cannot work more than 10 feet from ground level. There are also age restrictions on certain types of work, for example working in a tattoo parlour or amusement arcade. Full details of such restrictions can be found on the Brighton Met website.

Parents/carers are expected to phone the office if a student is unable to attend their work experience for any reason. Employees are also asked to let us know if a student is absent.

Extended work experience, usually one day a week, is monitored by G. Bowles who visits the students in their workplace every term.

Sixth Form Work Experience

All Year 12 students are encouraged to undertake a week of work experience during the summer term. This should be relevant to the courses they are studying and their future aspirations. Our Sixth Form Administrator is on hand to give advice and help students secure interesting and relevant placements. The work experience week takes place the last week of the summer term.

Appendix H

Educational Visit Evaluation Form

Please complete this form as soon as possible after your return and pass to the EVC

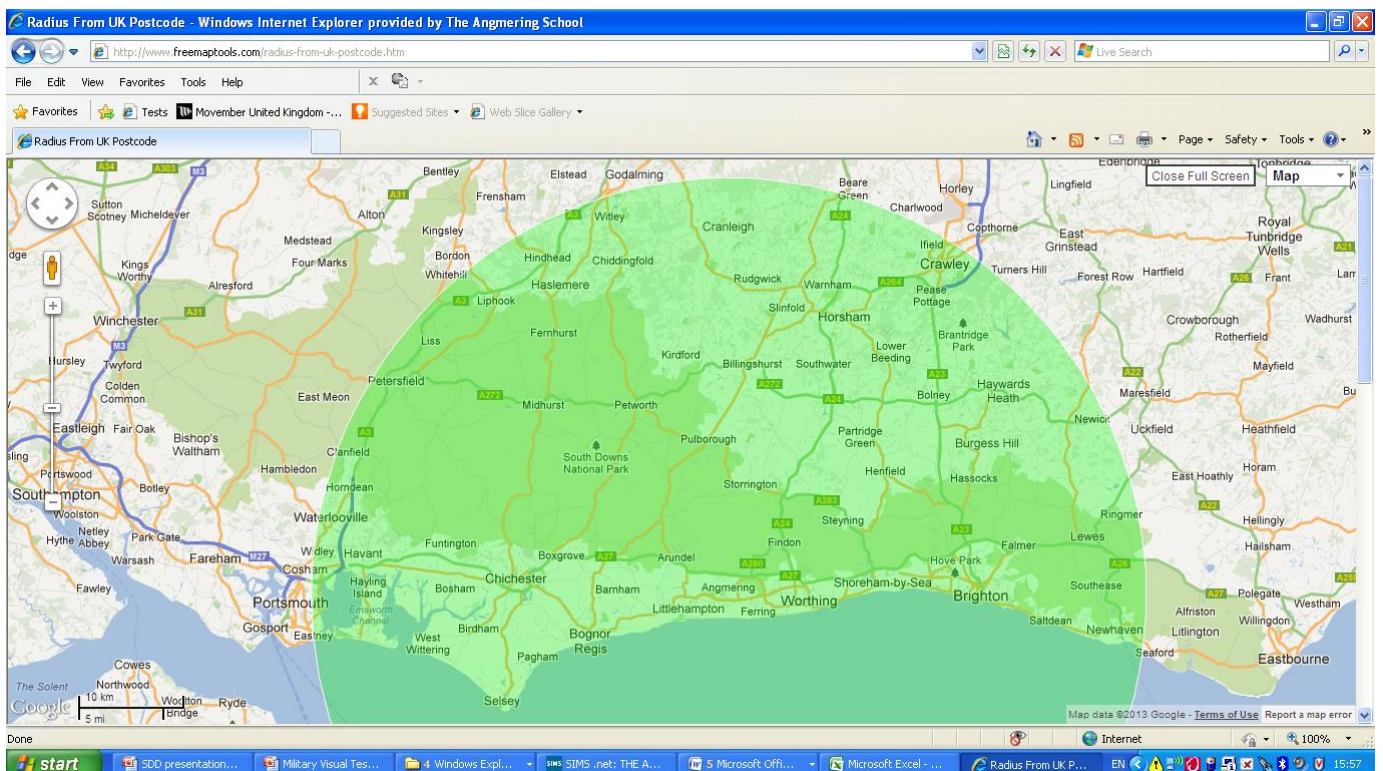
Visit to					
Date					
Party Leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue/ accommodation					
Value for money					
Pupil behaviour					
Review of Risk Assessment- any 'close calls' not involving damage or injury?					
Other comment					

Appendix I

Establishment Specific Guidelines

- All trips should have suitable first aid qualified member of staff in attendance or at the venue. The group leader should have relevant medical information on all students and staff in the group
- LSAs supporting particular students should not necessarily be considered part of the staff/student ratio for a trip.
- No 'planned' school journey should require Sixth Form students to use their own cars.
- Volunteers and staff using their cars to transport students or travel on trips need to complete the Schools Notification Form with relevant car and insurance paperwork, with SHE.
- The maximum journey distance with only one member of staff is 25 miles, this includes sporting fixtures. The risk assessment for this type of visit should include the support that can be accessed if there were to be an incident.
- Unaccompanied journeys, no member of staff present, should mean a journey no greater than 25 miles for students in KS3/4. The student group size must be 3-8 and the group needs to be risk assessed regarding their capability to undertake the visit safely. The students must be fully briefed and prepared for the visit, given an emergency contact and given a method to monitor their progress (checking in) during the visit.
- An accurate register of the group out on a visit needs to be given to the relevant subject/ year team admin staff and the students' list posted on the Admin Offices' trips notice board. Trips that are out of hours (not in school day 0845-1520) will also need the emergency contacts numbers for parents to be given to the Emergency Contact via Ed ENO.

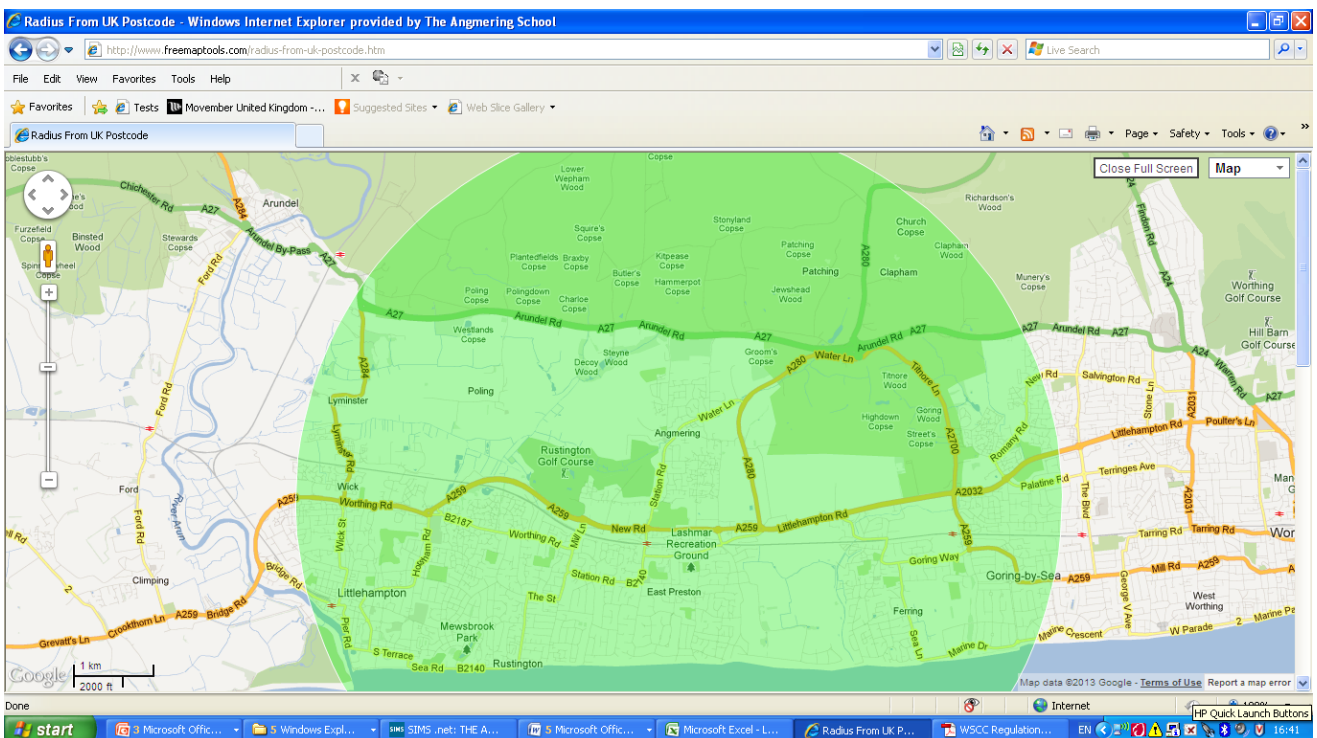
.Map showing limits of 25 mile radius



Routine and Local Visits Guidelines

- Routine, low risk, ‘simple’ visits to local churches/ schools, parks, fitness/ sport and swimming classes, and vocational visits within a 3 mile radius will **not** require formal approval. The EVC should be informed of these local visits.
- ‘Simple’ is deemed as activities run during a teacher’s lesson which requires no other special considerations.
- A risk assessment should be carried out including awareness of medical information on students and staff, suitable student/ staff ratios and support of staff with a first aid qualification. The risk assessment should include the support that can be accessed if there were to be an incident, particularly of relevance if a trip is out of hours (e.g. sporting fixture).
- As for all off site visits, a register of students and a staff contact numbers would still be required to be given to the subject/ year team admin staff and the students list posted on the admin office’s trips notice board.
- Interschool competitions, usually afterschool, (e.g. sporting fixture) is limited to a maximum radius of 25 miles with one member of staff, as stated in appendix I.
- Fixtures or competitions beyond 25 miles will require a further suitable adult and Trip Approval/Evolve forms to be completed.
- Parents should be informed of sporting fixtures by students and through social media, giving details of location and approx times of return to school.

Map showing limits of 3 mile radius



Appendix K

Emergency Telephone Card (Visit Leader)

In the event of a significant incident or accident that does not involve serious injury or fatality, and o/or is not likely to attract media attention, the Visit Leader should seek advice from their school's emergency contact person. This is a senior member of staff at school. The trip leader must collect from the EVC a card with contact numbers before leaving.

In the event of a n incident that does involve serious injury or fatality, Any member of the group is at serious risk or has gone missing for a significant and unacceptable period, and / or is likely to attract media attention, the Visit Leader should adopt the following protocol:

- Assess the situation;
- Safeguard uninjured members of the group (including self);
- Attend to any casualties;
- Call emergency services if appropriate.
- Request support from WSCC

Then:

- Contact your school and seek further advice. If you are unable to do this, then WSCC will do this on your behalf.
- If practicable, delegate party leadership to your deputy, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all enquiries to WSCC and for continuing contact with WSCC during the incident.
- Wherever possible, prevent group members from using mobiles or going online until such time as this has been agreed by WSCC.
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be appropriate to ask someone else to do this.
- Contact the British Consulate/Embassy if abroad.