



Ash Manor School

Off-Site Activities Guidance Policy

Governors' Committee Responsible:	Experience
Nominated Lead Member of Staff:	Deputy Headteacher
Status & Review Cycle:	Non-statutory 3 years
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Purpose

Ash Manor School (AMS) aims to enrich and enhance students' learning in exciting and motivating environments and activities while taking all reasonable steps to ensure their safety and well-being.

At Ash Manor we believe that educational activities that take place off site are of immeasurable benefit to students giving them the opportunity to experience different environments and cultures. The school recognises off site visits encourage students to learn in fresh and innovative ways and contribute immensely to their academic progress, investigative skills, independence and self-esteem. This guidance notes that all reasonable steps to ensure the safety and well-being of students and staff are paramount.

Role of the Educational Visits Coordinator (EVC)

Ash Manor School uses the web-based system 'EVOLVE' to organise administration for the planning, management, approval, and evaluation of visits. The Headteacher will ensure that all trips and visits administration is completed via the Evolve system. Training in the use of the Evolve system and administration linked to accessing the site is managed by the school's Educational Visits Co-ordinator (EVC).

For any colleague taking on the role of EVC, AMS will ensure that they:

- have practical experience in leading and managing a range of visits like those typically run by the school.
- attend initial EVC training as soon as possible after appointment, and regularly attend update training thereafter.
- Support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits, and that relevant training in the use of the Evolve system is completed.

For further information, see OEAP National Guidance document *3.2d Approval of leaders*.

Process

- Permission to plan a visit must be given by the Headteacher.
- All proposed visits must be fully discussed with the Educational Visits Coordinator (EVC) at a preparatory stage; all school, County CCF and DofE procedures must be met in full.
- All applications for Surrey County Council permission will be completed via "Evolve".
- A risk assessment must be completed prior to the visit.
- All residential visits must be published in the school calendar.
- For residential trips there is an expectation that parents will be invited to an evening presentation where the expectations of the trip can be explained and parent/carers have the opportunity to ask questions.
- Every offsite visit out of school hours will have a dedicated SLT duty member of staff in line with Operation Duke.
- All procedures in the "Off Site Activities and Educational Visits" booklets must be followed in their entirety.

Risk Assessments

It is a vital part of planning and preparation that a trip/visit leader is aware of the possible risks, and that risk assessments are completed and uploaded onto Evolve as part of the administrative process. Staff should liaise with the EVC for a copy of the current Risk Assessment template being used in school.

Further guidance for completing Risk Assessments can be found in the OEAP National Guidance documents:

4.3c Risk Management – an overview 4.3g What to Record and How

4.3c Risk Management – some practical advice for leaders

Completing the Evolve process

Administration staff complete the Evolve process online using the SCC link.

Approval of trips/visits

The Headteacher authorises a visit on EVOLVE, confirming that the visit complies with all relevant policies and that in their opinion the visit leader and any accompanying staff are competent to supervise the visit. A flow chart detailing the process of approving an outdoor trip/visit can be found in Appendix A. This is the same process as followed by the Evolve system.

School Contact and Emergency Procedures

A designated member of SLT is the school contact for most trips and visits. In the event of a fatality or emergency, trip leaders will follow the Emergency Procedures as per Surrey County Council – Operation Duke.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We therefore make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

Contacts and sources of relevant information

SURREY

Surrey EVOLVE: www.surreyvisits.org.uk (Users will require log in details and a password for this site)

Surrey Outdoor Education Adviser Paul Bowen: paul.bowen@surreycc.gov.uk

Strategic Risk Management: srmhands@surreycc.gov.uk

Principal Insurance Officer (SCC LA Establishments only) Clive Pritchard clive.pritchard@surreycc.gov.uk or 02085419199

'Operation Duke' Emergency Contact (24 hour) SCC Emergency Management Duty Officer 07831 473039

NATIONAL

The OEAP (Outdoor Education Advisers' Panel) National Guidance: www.oeapng.info

EVOLVE National Library www.national-library.info

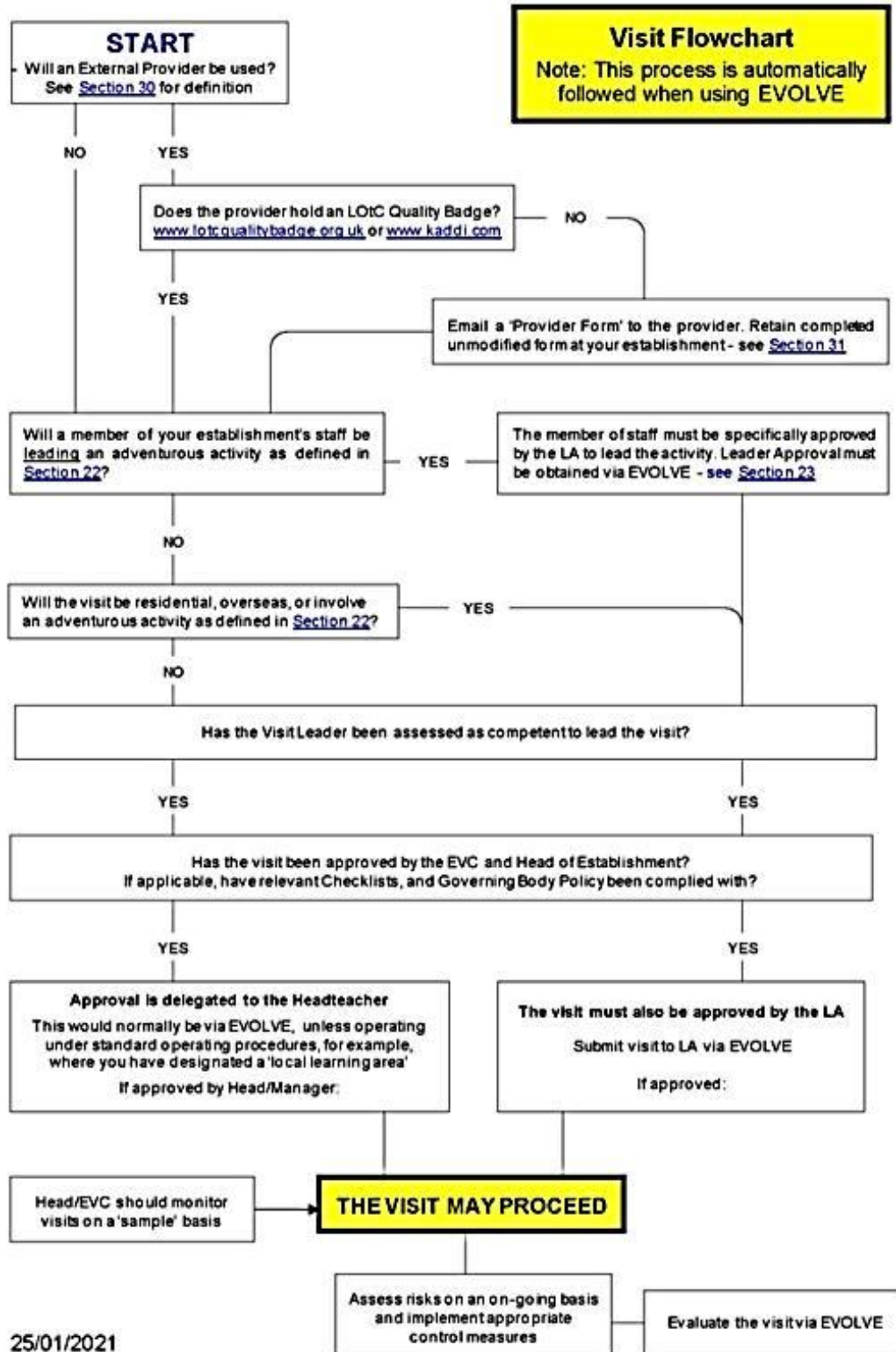
Council for Learning Outside the Classroom: www.lotc.org.uk

LOtC Quality Badge: www.lotcqualitybadge.org.uk

Kaddi Provider Database to research trip/visit activities: www.kaddi.com

APPENDIX A

Guidance for Outdoor Educational Activities and Offsite Visits 2021 V5



Visit Flowchart
Note: This process is automatically followed when using EVOLVE

25/01/2021

Strategic Risk Management