Academy Trust
Building children's futures together

Rose Green Junior School
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Headteacher: Mrs Cathryn Easton

LEARNING OUTSIDE the CLASSROOM (LOtC) & OFF-SITE EDUCATIONAL VISITS POLICY

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For all day visits and residential visits Rose Green Junior School use the EVOLVE educational visits procedure. This can be found at evolve.edufocus.co.uk.

Reference should also be made to the Trust Business Continuity Plan and Emergency Plan for Rose Green Junior School.

1.0 Introduction

1.1. **Rose Green Junior School** provides many opportunities for its children to learn, 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 and adventurous activities.

Children in all year groups have opportunities to participate in off-site visits linked to topics, including geography field studies exploring the local environment. Residential visits to the Isle of Wight are organised for children in Year 6, and sporting fixtures based at other schools or sports centres and performance opportunities are also available to children.

1.2. The value of LOtC is well recognised by the School Community Council 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. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with 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 **Rose Green Junior School.** It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom
  Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.
- DfE advice on health & safety: responsibilities and duties for schools 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

2.0 Visit Types

2.1 Visits are categorised as one of four types: local visits (including locality sports fixtures), visits outside the local area (often involving transport), extended hours visits, and residential visits.
A risk assessment is required for all visits; for sporting fixtures this may follow routine procedures.

2.2 **Local Visits:** Rose Green Junior School, the children participate in a number of school activities where they will walk to/from school **within the local area**, e.g. to the local shops, Rose Green Infant School, Pagham Beach, local library, at various times and dates throughout the school year. Parental/Guardian consent is sought for such visits on a global permission form when joining the school. Parents/Guardians should be informed of such visits no later than the day before the visit. Many locations for local visits have been visited frequently, with risk assessments completed and stored on Evolve and school storage systems. Lead teachers **must** review and edit these risk assessments before the visit. Local visits are categorised as such on Evolve.

Routine sporting fixtures where parents transport their children and are in the immediate area of Bognor and Chichester (this includes Year 6 Swimming at Arun Leisure Centre where coach transport is used) will be classed as a local visit on Evolve but with permission gained from parents.

2.3 **Visits outside of the local area (often involving transport)** include visits that take place during the school day, and often require transport such as coaches. Lead teachers will ensure that consent has been provided for all attending pupils. These events will need a full non-local Evolve trip form to be completed by the **visit lead.**

Modes of transport should be included in the lead teacher's risk assessment, and costs or the transport should be included when calculating the cost of the visit.

2.4 **Extended hours visits** include any visit which takes place partly or wholly outside of school hours (i.e. beyond 8.50am – 3.20pm), excluding sports fixtures. Risk assessment processes should follow those for either local visits or visits with transport accordingly.

2.5 A **residential visit** is any visit that involves an overnight stay e.g. The Year 6 residential to The Isle of Wight.

3 Roles and Responsibilities

3.1 The **School Community Council** 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 residential experiences need to be approved by the School Community Council due to potential liabilities both financial and those related to safety and health. Such approval must be recorded in the minutes of the School Community Council.

3.2 The **Head Teacher** is delegated by the School Community Council 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 **Local Area Visit from on EVOLVE/ an Internal Permission/Cover Arrangements/Checklist form.** ***See appendix F***

3.3 The **Educational Visits Co-ordinator** (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities (**the Deputy Headteacher**) will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes 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 and 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.
- Keep records and make reports of incidents, accidents and 'near misses';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Officer where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

3.4 The **visit lead** is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC activities and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on http://www.westsussexvisits.org).

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.
- All policies that exist within school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

- **Visit leads** will use **Appendix B** to support them in the planning stage and whilst carrying out the visit

3.5 Staffing

- It is the responsibility of the **visit lead** to ensure that appropriate staff are available for the visit well in advance of the day of the visit.
- All visits should be led by a teacher; normally this will be a teacher of the one of the classes attending the visit. Additional staff will include teachers, teaching assistants, school staff and parent volunteers.
- In most circumstances, during a visit all pupils should remain with a member of school staff. In the case of children being divided into smaller groups for activities, each group should be allocated to an appropriate member of staff. In exceptional circumstances, it may be appropriate for a parent/guardian volunteer to lead a group; such volunteers must have a full DBS certificate recorded on the school's Single Central Record.
- When planning staffing ratios, lead teachers should give regard to the benchmark figures provided by the local authority of 1 adult per 10-15 pupils for Key Stage 2.
- It is the responsibility of the **visit lead** (with guidance from the EVC as appropriate) to identify a safe level of staffing, which may not reflect the benchmark figures. This is particularly important for high-risk activities, but may also be a factor for low-risk short visits when evaluating risks involving particular children in regards to medical, behaviour etc.
- Prior to the visit, all staff – including volunteers – should attend a briefing meeting. The **visit lead** should ensure that all staff are briefed on their roles and any significant risks whilst going through the risk assessment and the volunteers handbook. ***See appendix G.***
- The lead teacher attending the visit must take a mobile phone, the contact number of which should be left with the school office, or EVC for visits taking place outside school hours. Where children will be split into groups, each member of staff with group responsibility should also carry a mobile phone, the contact number of which is known to the **visit lead**.

3.7 Volunteers

Volunteers attending school trips, including parent/carer volunteers, agree to:

- Follow the directions of staff
- Model the Rose Green Values
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Not take any photographs during the trip
- Only use their mobile phone to contact school staff during the course of the visit if necessary. Private phone calls should not be made.
- In the case of an accident/emergency, not to contact homes or families, as this will cause unnecessary alarm. Official communications will be managed by the school.

3.8 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4 Guidance Notes for LOtC Activities and Off-Site Educational Visits

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

4.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for Visit Leaders and staff will be arranged by the school to include all aspects of supervision, on-going risk management (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 Adviser.

4.2 In order to plan LOtC activities and visits the **EVC** or **Visit Leader** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. 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.

4.3 Parental Consent, contact details and medical forms must be available for the Emergency Contact and the Visit Leader to take on the visit. ***See Appendix A.***

4.4 Internal Approval Form and Schoolsworks Trip Costing form is to be completed and signed by the Headteacher and given to the office staff (***see Appendix D***). This local form is used to achieve any necessary cover arrangements.

4.5 The Local Area Visit Form available on EVOLVE is used to approve regular, low risk or routine visits such as sports fixtures. ***See Appendix F.***

4.6 An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. These types of off-site visits also need the School Community Council's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form.

Visit Leaders should avoid duplication of cover being provided by a tour operator, or external provider.

4.7 The OE2 ***(see Appendix E)*** 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. Please note WSCC 'check' a number providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked'.

4.8 On return the visit lead must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an incident took place the relevant reporting mechanism must be followed. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is 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.

4.9 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 management 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.

5. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. In order for this to happen, reasonable adjustments may need to be made.

- **Special educational needs (SEND):** If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

- **Challenging behaviour:** In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip in order to protect their safety and the safety of the other pupils attending. We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

6. Consent & Charges

6.1 Parental/Guardian consent must be sought for all off-site visits. For local visits this may be included within global consents. For non-local visits, extended hours visits or residential visits, express consent must be sought by parents/guardians.

6.2 Where a cost is involved in a visit, the visit lead should:

- Make preliminary enquiries; dates, times, entrance fees, coach cost and availability etc.

  Consult Headteacher over cost and preferred date(s) of visit.
- Complete Schoolsworks Trip Costing sheet for approval of trip by Headteacher and hand to office staff.
- Work with the office staff to calculate the cost of the visit when sharing the total expenses among all pupils attending. This should be shared with parents in writing, and a request made for voluntary contributions. Please see the separate Schoolsworks policy on charging and remissions.

6.3 In the case of voluntary contributions falling well short of the cost of the visit, the visit lead should liaise with the office staff and the headteacher to decide whether a visit should go ahead.

6.4 No pupil should be excluded from any activity in school time on the grounds of cost.

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PRIVATE and CONFIDENTIAL
Annual Medical Form

APPENDIX A

Child's Surname:	Forename(s):	
Date of Birth:	Gender:	Class:
Parent(s)/Guardians:		
Home Address:		
Postcode:	Home No.	Mobile No.

Doctors			
Name:			
Address:			
	Postcode:	Telephone No.	
My child has an illness, allergy or physical disability:		Yes	No
If **yes**, my child has the following illness, allergy or physical disability:			
Which necessitates the following treatment:			

In the case of emergency please contact:			**PLEASE PRINT CLEARLY**
	Name:	Relationship to child:	Contact Number :
1.			
2.			
3.			
4.			

I consent to any emergency medical treatment necessary during the course of any visits:	Yes	No

The medical information and contact details completed on this form will be used when your child is on the school premises and on all school trips and for **the Year 6 IOW Residential trip which you are required to complete the additional boxes overleaf.**

It is the parent's responsibility to ensure these records remain up to date and that the school to be informed as soon as possible if any of these details change.

Signed: *(Parent/Carer)*	Dated:

For office use:
Individual Health Care Plan (IHCP) attached ☐
Anihistamine form attached ☐
Auto-injector form attached ☐

Consent to Administer Non-prescribed Medication on Year 6 Isle of Wight Residential, [date]

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. Whilst away, if your child feels unwell the school staff may wish to administer the appropriate non-prescription medicine.

Please do not hesitate to contact the school if there are any issues you wish to discuss.

If your child develops the relevant symptoms during the residential visit, with your consent, they will be given a standard dose suitable to their age and weight of the appropriate non-prescribed medication. If symptoms persist medical advice will be sought and if necessary, the emergency services called. Upon request, we are happy to forward details of any medication administered. ***Please tick below the non-prescription medications that you give your consent for the school to administer during the IOW residential visit.***

The school will hold a small stock of the following medicines:

☐ CALPOL SixPlus Years Sugar Free ☐ **PIRITON** Children's Allergy Syrup (1+)

☐ **PIRITEZE** Allergy Syrup (6+)

If your child requires travel sickness medication for the outbound trip, we ask parents to administer to their child before departure. If your child requires travel sickness **medication for the return trip, please supply medication** suitable for their age & weight in its original packaging with the patient information leaflet.

☐ **I will provide travel sickness medication for the return trip**

☐ **My child will have and use travel sickness bands**

If your child has a dietary requirement i.e. vegetarian, gluten free, allergy or any other please make sure that you enter the details below:

My child has the following **dietary requirement** (e.g. allergy, vegetarian/vegan) please specify):
Is there any other relevant information that you feel school staff on the visit need to be aware of:

Photographs may be taken during the IOW visit that include my child. I **DO NOT** wish such pictures to be used on the school's Facebook page, website or any other publication**.**	Please tick

I give my consent for the medications ticked above to be administered by the school and confirm I have administered them to my child in the past without adverse effect.

Signed: *(Parent/Carer)*	Dated:
Print Name:	

APPENDIX B

GUIDELINES FOR LEADERS OF EDUCATIONAL VISITS

All educational visits should be planned in year-group teams and should only be undertaken as an integral part of the on-going work. At an early stage the visit co-ordinator will be identified. A copy of the West Sussex Handbook on Off-Site should be consulted as and when necessary so that correct procedures are adhered to.

School uniform should be worn unless the children are undertaking outdoor fieldwork.

Preparation

a) Consult Headteacher with the idea.

b) Make preliminary enquiries; dates, times, entrance fees, coach cost and availability etc.

c) Consult Headteacher over cost and preferred date(s) of visit.

d) Complete Schoolsworks Trip Costing sheet for approval of trip by Headteacher and hand to office staff.

e) If leading the trip for the first time, visit the location(s) to be visited prior to the day of the trip and carry out a risk assessment and discuss findings with the Headteacher before proceeding further.

f) If leading a repeat (identical) visit, review the previous risk assessment form on Evolve and discuss with the Headteacher if changes are thought to be necessary

g) Make firm bookings by telephone and confirm in writing. Keep copies of all correspondence, making sure the office staff has copies of any invoices to be paid.

h) Inform the office staff of visit details so that coach prices can be sought and any queries can be answered.

i) Inform parents by letter giving reasons for visit, date, and times, mode of travel, special requirements and details of voluntary contribution. All parent information letters should have a parental consent option either by the Arbor platform or a reply slip to confirm participation in the visit. Consult with the Headteacher over the cost of the visit and the wording of the letter.

j) Make sure that the site to be visited has been visited recently. Check out lunch facilities, siting of toilets and any possible hazards.

k) Obtain and confirm helpers, make sure of correct ratio. They are to complete trip medical form. (See West Sussex guidelines for Off-Site Visits).

l) Ensure that at least one participating staff member has been First Aid trained.

m) Helpers must be fully briefed. This should take place before the day whenever possible.

n) Complete the EVOLVE form on-line and submit it to the EVC and Headteacher for approval.

Day of Visit

a) Leave in School Office a completed Visit Details sheet and any details of the trip that the office staff may need to answer parental enquiries.

b) Copies of child's medical consent form to be taken on trip – master copies are kept in the School Office.

c) **Before departure, inform the office staff of the registration number of the coach and complete the Adult Trip Register Contact Form (to include mobile phone number(s) of staff and adult helpers.**

d) All adults should have with them group lists, a detailed itinerary of the day, copies of any work sheets.

e) Staff members are to carry an **EMERGENCY CONTACT CARD (GREEN).**

f) Check that **first aid kit** and **sick bags / bucket** (if appropriate) are taken and medication for all children who need it.

g) Brief children about behaviour on the journey and at the site of the visit.

h) Carry out a roll call at appropriate times.

i) Once aboard the coach, ensure that all children fasten their seat belts and that no children are sitting on the front seats either side, or the middle rear seat.

j) Thank all adult helpers upon return to school.

k) Following the visit, complete the review section of the risk assessment form, recording any unexpected safety issues that arose during the trip. Discuss these with the Headteacher and record on the EVOLVE evaluation section.

Rose Green Junior School

Executive Headteacher: Mr Philip Craig
Head of School: Mrs Cathryn Easton

Raleigh Road,
Rose Green, Bognor Regis,
West Sussex. PO21 3NA

APPENDIX C

RISK ASSESSMENT FOR OFF-SITE ACTIVITY

Trip Leader Name(s) & Job Title:				**Organisation:**	ROSE GREEN JUNIOR SCHOOL
Name of Activity:				**Date:**	
Assessment undertaken (date):		**Signed:**	Cathryn Easton, Head of School	**Review date:**	

**** SPEAK TO ALL ADULT HELPERS ABOUT THIS RISK ASSESSMENT / BRIEF ANY PARENT HELPERS ABOUT USE OF MOBILE PHONES ETC ****

POSSIBLE HAZARDS	THOSE AT RISK	STRATEGIES TO MINIMISE RISKS	POST REVIEW COMMENTS
Walking from the coach to the building	Children and adults	All children to walk in pairs and keep together on the right hand side of the path next to the playing fields. If a car is making its way to the planetarium all children must stop, stand still and wait until the car has passed.	

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APPENDIX D

TRIP COSTING FORM

SCHOOL	ROSE GREEN JUNIOR SCHOOL
YEAR GROUP/CLASS	
TRIP Decription	
DATE OF TRIP	
DATE ORGANISED	

DESCRIPTION	BOOKED?	Est/Cost	PO

DESCRIPTION	BOOKED?	Est/Cost	PO

TRANSPORT	BOOKED?	Est/Cost	PO

NOTES

TRIP TOTAL COST	
Organised by:	
Authorised by:	

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, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed by all providers and evidence submitted upon request. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

		Please tick
1.	The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and has a health and safety policy and risk assessments which are available for inspection.	
2.	Accident and emergency procedures are maintained, and records are available for inspection.	
3.	The staff have the experience, competence, and professionalism to work with the age range and abilities of prospective groups.	
4.	The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.	
5.	All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people.	
6.	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.	

7.	The provider has public liability insurance cover of at least £5million, ***(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).***	
8.	The provider will take all reasonable steps to allow inclusion and participation for any child or young people who has special needs or a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and The Equalities Act 2010.	
9.	The provider encourages responsible attitudes to the environment as an integral part of the programme.	
10.	All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.	
11.	A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.	
12.	Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.	
13.	Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.	
14.	Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents.	
15.	There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.	
16.	All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice.	

Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

17.	The provider meets the requirements of the Adventure Activities Licensing Service (AALS)	
For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.		
18.	The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment.	
19.	The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties.	
20.	The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their	

	absence, recognised national standards.	
21.	Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.	
22.	**Please list the adventurous activities you will be providing along with the <u>minimum</u> qualification or training your instructor will have**. Where appropriate please give details of the nature of the location to be used:	

ACTIVITY	**MINIMUM QUALIFICATION/TRAINING**	**LOCATION**
e.g. Canoeing	*e.g. BC Paddlesport Instructor*	*e.g. Sheltered Lake*

.....

.....

.....

.....

.....

.....(*continue on a separate sheet if necessary)*

If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, 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:.....

Email (general):.....

Website:.....

…cont'd

Thank you for completing this form.

Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-

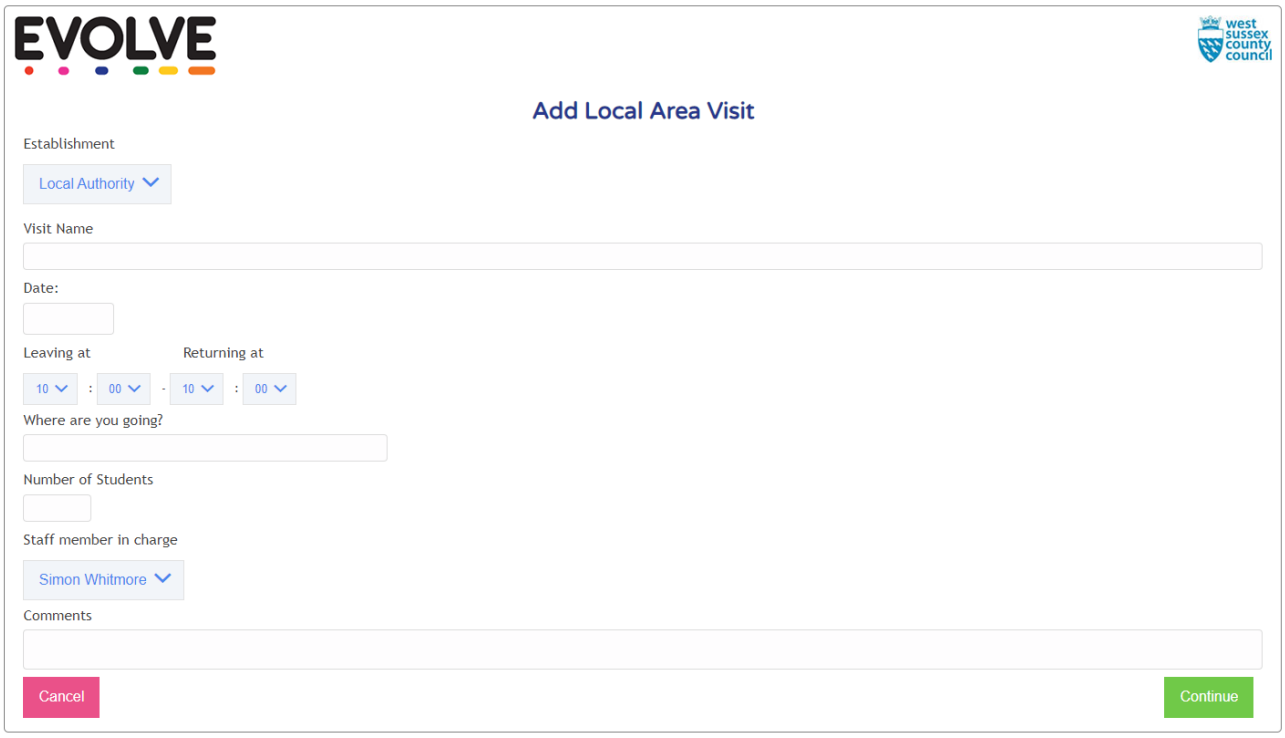
Outdoor Education
The Grange, 2nd Floor,
County Hall
CHICHESTER
West Sussex
PO19 1RG
e-mail: outdoor.education@westsussex.gov.uk
Tel: 03302 227009

Appendix F

The Local Area Visits Form available via EVOLVE will be used for the following visits:

- Local sports fixtures
- Organised activity at another local school
- Walking visits
- Year 6 Swimming

These visits will be 'pre-approved' by the EVC/Head Teacher at the start or each term.



Appendix F

Information Leaflet for Volunteers Helping on Off-Site Visits

Dear Parent,

Thank you for offering to come and help at Rose Green Junior School. Your time and support is much appreciated and can make a real difference to children at our school.

This leaflet gives information to assist you when helping on visits; please ensure you have read it carefully and are familiar with the procedures.

In particular, we politely remind you to ensure that the necessary security and health and safety regulations are followed.

We hope that you enjoy your time when helping at school. Please do let us know any feedback or ideas you may have.

If you have any questions please do not hesitate to ask.

Yours sincerely,

Mrs Cathryn Easton
Head of School

t:\leadership and management\visits\teacher admin for visits for volunteers etc\volunteer helper leaflet.doc Date: Jun-26

Security

We are very much aware of the need to ensure security at all times and therefore ask all **visitors to 'sign in' and 'sign out' at the school office** and wear a Visitor lanyard when on site or on a visit.

All parent helpers will be required to have an **Enhanced DBS check** and to be entered on the School's Single Central Record Database. For more information, please ask in the school office.

Health and Safety

It is essential that children and adults are safe in school and on trips at all times and we have procedures to help ensure this. Please ensure you are aware of these procedures and follow them. If you have any queries, please ask the class teacher.

All accidents must be recorded and reported; please inform a member of staff immediately of any accident or injury to a child or yourself. We ask that you do not attempt to administer first aid yourself but instead seek help from the trained members of staff.

Please note that **smoking or vaping both on our school site and/or on a school visit is strictly prohibited.** Thank you.

On the coach, all adults and children are required to wear their seat belts. This will be checked by the supervising adults. This may be you.

Sick bags/buckets will be available from the First Aider. Any litter is to be taken either home or back to school unless the coach operator provides a litter bin.

Please ask for :-

Name of Group Leader:

Mobile Phone No:

Name of First Aider:

Mobile Phone No:

School Office Phone No. 01243 262317

For your own health and safety it is essential for us to know important information about you. Please could you **complete a medical information sheet** (e.g. mobile phone number, next of kin details and any relevant medical information) and hand this to the Class teacher. Thank you.

Helping on Class Trips

Here are some formal guidelines that are **essential that you follow:**

Please arrive at school at least 15 minutes before the departure time so the teacher can give you any relevant information and brief you on the day's timetable. In some cases, the trip leader will ask you to come into school for a meeting prior to the visit, to fully brief you on the day's activities and to give you important information that is detailed in the risk assessment for the trip. The trip leader will also give you information on the specific learning outcomes for the visit.

Please read any prepared itinerary for the trip and familiarise yourself with the names of the children in your group (where appropriate). Be aware of how many pupils have been allocated to your group and regularly headcount your group throughout the visit.

The class teacher will inform you of any medical needs that members of your group might have. Please ensure you know who the designated First Aider is whilst off-site and that you can easily access the individual's medication if necessary. The designated First Aider will be happy to discuss individual needs and requirements with you. The First Aider will always administer first aid unless in an exceptional emergency situation when you have to act immediately to preserve life.

Make sure you are aware of the procedures in case of an emergency or if a child gets lost.

If the school party is separating into groups, the class teacher in charge of the trip should provide you with a mobile phone number to contact them whilst offsite if necessary. Failing this, please contact the school office on tel: 01243 262317 who will be able to help you deal with any situation that might arise.

We would ask that you only use your mobile phone to contact school staff during the course of the visit if necessary. Private phone calls should not be made.

In the case of an accident/emergency, please do not contact homes or families, as this will cause unnecessary alarm. Official communications will be managed by the school.

Please try to ensure that your group completes any planned activities so the class can complete follow up work back at school.

We ask you to remember that the trip leader is in charge of the overall group and takes full responsibility for all decisions. Please refer any questions or issues immediately to them.

We operate a positive behaviour policy at Rose Green Junior School. When you are helping, please try to be positive and praise children wherever possible. All inappropriate behaviour should be referred to the teacher. If it is a matter of safety and the class teacher is not available then please deal with the situation firmly and fairly.

It is school policy for any parent helper to be in a different group to their child. This allows for your child to be independent of you and to take part in the school visit like any other child. It can also prevent any potential allegations of favouritism that may be said by others of you towards your child.

Confidentiality

This is of paramount importance. As a valued helper in the school or on class trips, there is a possibility that you might become aware of confidential information. Please respect that confidentiality and do not discuss private matters with anyone else. There may also be an occasion when you see or hear issues arising at school or on trips. Under no circumstances should this be relayed to the child's parents. Please refer any concerns or information to the class teacher. It is the responsibility of the class teacher to inform parents should any issues arise.

Please do not put any information about the school trip on any social media sites as this does contravene confidentiality rights.

We would also like to stress that photos during the visit should not be taken using your own camera or mobile phone.