



Offsite Activities Procedure

2014-2015

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Responsibility:	Finance and Resources Committee

INTRODUCTION

Clyst Vale recognises the great potential of outdoor education, visits and offsite activities for enhancing the education and development of its students.

This document summarises the procedures which should be followed by Clyst Vale employees in the management of outdoor education, visits and offsite activities.

Staff considering running an activity should read this document and submit their proposal using the College Evolve system.

NB: In most cases it is expected that staff hoping to organise an activity should have taken part in such events before, in order to have learned the ropes.

Category	Examples of programmes	Ratio
A	<ul style="list-style-type: none">• Visits, journeys and environmental studies for which the element of risk is similar to that encountered in daily life e.g. farm visits, visits to sites of historic, commercial or cultural interest, most fieldwork, sports tours and leisure centre visits, local walks, journeys to the zoo or theatre.	1:15
B	<ul style="list-style-type: none">• Hazardous outdoor and adventurous activities which take place within the south west including Devon, Somerset, Cornwall and Dorset, having an element of risk and for which there is a County system of leader registration - except those listed within Category C.	1:10
C	<ul style="list-style-type: none">• All visits abroad.• All other hazardous activities and those which take place outside the south west or which include multi-pitch, rock climbing, caving with pitches over 1.8m, white water canoeing or kayaking, coastal sailing journeys, sea journeys by canoe or kayak, windsurfing on tidal waters or advanced surfing (kayaking).• Activities in the air (except commercial flying).• Any activity which falls within the scope of the Adventure Activity Licensing Authority.• Activities where there is significant concern about health, safety or welfare.	1:10

NB: Category B activities may take place in hazardous or remote environments and require Specific skills, experience and safeguards in order to contain risk at an acceptable level.

Examples

Of these activities are moorland walking, sailing, canoeing, caving and camping and are generally referred to as outdoor pursuits.

In addition to technical competence, recognised by qualification, the Principal should be satisfied that the individual has adequate non-technical skills and judgement to supervise or manage the group in question. By their nature, qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification.

PLANNING CONSIDERATIONS

All visits must have a clear purpose for the whole programme, which is appropriate to the age and ability of the group. Party Leaders must be sufficiently experienced and competent to assess the risks and manage the proposed visit or activity, taking into account the suitability of the location. Please seek advice from a colleague with relevant expertise or technical competence where there is uncertainty, or co-ordinate with Ann Hopkins (Educational Visitor Co-ordinator at CVCC).

Staff

- Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so?
- Have members of staff or adult volunteers been vetted regarding child protection, where necessary? Volunteers working with students in a residential setting or on a one-to-one basis will need to be checked through the Disclosure and Barring Service.
- Voluntary helpers are often used to great effect, but their role must be very carefully considered and their legal responsibilities clearly understood.
- Does staffing include male and female supervision, where necessary?

Staff/Pupil ratio

- Will the group have the acceptable staff/pupil ratio necessary for the activities proposed?
- Do plans and staffing ratios reflect the needs of those with disabilities?

First Aid

- This forms part of the Evolve required information.
- As a minimum requirement, there must be an appointed person in charge of first aid arrangements.
- A first aid kit should be taken and its stocks regularly checked/replenished.
- Staff should be aware of other potential medical hazards, including over-exposure to the sun. Activities may need to be modified according to prevailing conditions.
- Staff should be aware of the dietary and medical needs of all attending the trip.

Insurance and Finance

- Trip organisers must satisfy themselves that adequate insurance exists for person and property.
- Trip organisers should be aware of VAT regulations, e.g. regarding criteria for VAT recovery.

Charges

- These are determined under the Education Reform Act 1988, the key principles of which are:
 - education provided wholly or mainly during school hours should be provided without charge
 - Offsite activities can be financed through voluntary contributions, although this should not lead to discrimination against parents/carers who do not contribute. In the last resort, if insufficient parents/carers contribute, this may lead to such activities being cancelled
 - programmes which take place wholly or mainly outside school hours, and which are not part of statutory curriculum provision, may be considered 'optional extras' for which charges can be made
 - students whose parents meet the eligibility criteria for free school meals are also entitled to remission of charges for board and lodging costs during residential school trips
 - if a child does not take part in a trip for which payment has been made, the request for a refund should be made in writing to the Finance Office. Refunds are only applicable on receipt of a doctor's note or if the place is subsequently filled.

Emergency Procedures

- These are an essential part of planning. Party Leaders must:
 - know who is the emergency contact
 - have access to an emergency plan
 - ensure parental contact information is up to date
 - test procedures

Monitoring Procedures

Reviewing Systems

- This should take place:
 - following a significant incident, report or breakdown in arrangements
 - on a small scale basis, e.g. focussing on specific improvements needed
 - on a large scale basis, e.g. every three years
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Off-site visits procedure

1. Initial Queries

- 1.1 All general queries when considering a trip must go to Racheal Long, trips@clystvale.org
- 1.2 In the first instance it is prudent to check with Cover (cover@clystvale.org) that the date/(s) you are proposing are available and are likely to be approved. This does not mean that they will be approved and no firm bookings should be made until all information has been submitted on EVOLVE and approved. This provisional date will be held for 2 weeks to allow time for you to complete the documentation. Failure to complete the necessary paperwork will result in it being returned for amendment before consideration by the calendar group and may result in the date no longer being available.
- 1.3 Email trips@clystvale.org to liaise with Racheal Long (Trip coordinator) to obtain any quotations required for coach hire, accommodation, venue entrance fees etc.
- 1.4 Minibus Procedure:
 - If a minibus is required please book through the Room Booking System, this can be found on help.clystvale.org or follow the link <https://cvcc.roombookingsystem.co.uk/>
 - For the list of approved minibus drivers go to Evolve. https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=devonvisits.org.uk Click on the above link and log in to Evolve. Click the pink Resources tab, click the pink paper icon (view guidance, Policies and Documents) and then Establishment Documents. All supporting documents you will need are found here.
 - The minibus driver will need approving by Calendar, this can be added on EVOLVE as part of 2.1 in the instructions.
 - Please note we have two minibuses, one lightweight and the other category D1, It's important you choose the correct minibus appropriate for the driver. The lightweight minibus has 15 seats, the original category D1 has 17 seats.
 - The minibus will be charged at 50p per mile, this will need adding to the costing sheet.

2. Application to Run an Offsite Visit

- 2.1 Log on to the following website
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=devonvisits.org.uk

If you are a first time user please contact Racheal Long trips@clystvale.org for your username and password.

Click on the Add tab and follow each stage to add your visit. This is self-explanatory, however if you would like assistance the first time please email trips@clystvale.org

Please ensure that you complete all of the sections, the only section you will be unable to complete fully is the register on the Intended Attendees page. Just ensure you complete the breakdown of the age range and numbers.

All Documents can be found at

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=devonvisits.org.uk Click on the above link and log in to Evolve. Click the pink Resources tab, click the pink paper icon (view guidance, Policies and Documents) and then Establishment Documents. All supporting documents you will need are found here.

2.2 Risk assessment – **please use one of the templates**. Things to consider:

- Transport method to/from the venue is included in the risk assessment as well as risks/hazards at the venue (including the planned activities)
- Ensure the latest version of the risk assessment is being used so it includes the GDPR cover sheet
- Ensure the date on the risk assessment is recent, so we know the risk assessment has been looked at recently

2.3 Any supporting documents for the venue – i.e. their own risk assessment if you have one

In the 'other' category please add:

2.4 Completed costing sheet – including any supporting quotes etc. (**this will not be authorised without supporting documents**)

2.5 Cover Requirements sheet – **Cover will complete and attach cover requirements**

2.6 Once all the necessary documents have been attached, click continue. If there is any information missing you will be alerted. Once you have completed the entire necessary information **click submit**. A copy of the information will be emailed to you for your records and to the Calendar Group members for consideration.

The purpose of the visit, Risk Assessment and Costing Sheet will all need approval by the relevant Calendar Group member prior to the form being considered at a calendar meeting, where the cover implications will be discussed.

2.7 Once all the criteria have been met you will receive an email from Racheal Long via EVOLVE, at this point you need to complete any outstanding information and Racheal Long will **re-submit for final authorisation by the EVC**.

3. Once Visit Has Been Approved – Placing Orders and Creating Letter

- 3.1 Please **confirm any provisional bookings or ask Racheal Long (trips@clystvale.org) to confirm with the company.** All evidence documentation (quotes/booking confirmations) will need forwarding to Racheal and the Finance office.
- 3.2 Racheal to **place orders onto PSF** as soon as the trip has been approved. Please ensure that you confirm whether the order is a new order or a confirmation order.
- 3.3 **Draft a letter to the parents**, templates are available at, <https://evolve.edufocus.co.uk/evco10/docs.asp> do not include any payment details at this stage, these will be added by the finance department. If your trip has **limited numbers**, it is **IMPORTANT** to send the letter to parents one week before it opens on the school payment system to ensure parents have time to discuss the trip and decide if their child wishes to attend, the letter **MUST** clearly state the date that the payment system will open and that it will be live at midnight, this is to ensure that all students are given the opportunity to participate in school trips whatever their home life circumstances are.
- 3.4 **Email a copy of the letter to financehelp@clystvale.org** who will add the payment details. Once the letter has been approved it will be returned to you via email. Add the letter to EVOLVE if this hasn't already been done.
- 3.5 Finance will set up and collect payments. In addition they will chase payments where necessary and keep trip organiser informed.
- 3.6 **Issue letter to parents via In-Touch** – this needs to be done by the trip organiser so that any questions regarding the trip will be directed to them in the first instance. **Copy Racheal Long in to the email.**
- 3.7 **Racheal Long to send the letter to any relevant tutors/ATHOS/HOS and generaladmin@clystvale.org** so that they have a copy of what has been issued and it can be added to the website and newsletter.

4. Once Visit has been approved – List of Attendees and Consent

- 4.1 Once you know who is attending the trip, Racheal Long will **add the students to EVOLVE** (if this has not already been done at an earlier stage). If this list is based on payment from within Schoolcomms, the finance department will be able to provide you with the list of names once the closing date has passed.
- 4.2 Racheal long will send a list of attendees to the following:
 - generaladmin@clystvale.org (for a User Define group within SIMs)
 - KempsterI@clystvale.org (canteen)
 - longg@clystvale.org (SENCO – for any necessary individual risk assessments)
 - studentabsence@clystvale.org (for attendance records)

- 4.3 **Obtain consent via EVOLVE for those not paying through School Gateway.** Due to GDPR consent must be obtained now for each individual trip, this can be completed through the online payment system at the time of making payment. There will, however, be times when a trip does not require payment from parents/carers i.e. the trip does not have a cost or is free to certain students, in these cases consent can be obtained via the EVOLVE system. Once the attendees have been added you will need to **create a consent form from within EVOLVE**, if consent has not already been obtained via the payment system. There are instructions about how to do this on <https://evolve.edufocus.co.uk/evco10/docs.asp> , this is to ensure we are GDPR compliant. All replies come back into EVOLVE.
- 4.4 The trip **medical information can also be created within the EVOLVE system** based on the students attending. Racheal Long will email the medical register to the trip leader and back to base contact where necessary. Paper copies will go into the secure folder(s), to be collected from Racheal Long, by the trip leader a day before the trip.
- 4.5 **If you wish to use a trip mobile phone**, please book through the Room Booking System, this can be found on help.clystvale.org or follow the link <https://cvcc.roombookingsystem.co.uk/>
- 4.6 **The day before your visit** you will receive the trip mobile, first aid kit and secure folder to hold your confidential papers in (e.g. Medical Register). If you require more than one secure folder and first aid kit please email trips@clystvale.org in advance.

5. Once Visit has been approved – Creating the Register and GDPR

- 5.1 It is the responsibility of the trip organiser to **create any necessary lists for registration**, there needs to be **one list for each coach** if there is more than one coach.

Create two copies, one for initial registration at school, this then needs to be handed into reception. The other copy is for your use during the day. It is the trip leader's responsibility for the security of this information. This may be that they nominate someone to ensure the security of the data and this may be more than one person if necessary. These arrangements must be included on the RISK ASSESSMENT.

On return to college it is the trip leaders' responsibility to ensure that any paper copies of registers/medical/contact data are destroyed. This information should be included on the RISK ASSESSMENT.

- 5.2 If your venue requires personal information of any description (students or staff), you must ensure you follow the GDPR guidance in relation to your responsibilities in this matter.

If they do require personal information you will need to send them a GDPR data agreement, this can be found at <https://evolve.edufocus.co.uk/evco10/docs.asp>

If you have any queries with regards to GDPR please email our Data Protection Officer at I-West@bathnes.gov.uk

6. After the trip has taken place

- 6.1 Ensure you return the trip mobile to Racheal Long (or the Finance Office if Racheal Long is not available), no later than the next working morning.
 - 6.2 It is important to safely dispose of any confidential information you held for individuals (including paper registers etc.) that are no longer required.
 - 6.3 Ensure all receipts/petty cash slips are handed to Finance ASAP
 - 6.4 Access the Trip on Evolve and leave an evaluation.
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