



Shoreham Academy
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SHOREHAM ACADEMY POLICY

FOR

OFF-SITE EDUCATIONAL VISITS & RESIDENTIAL TRIPS

Info

Black- general info

Brown – staff leader specific

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INTEGRITY  **HARD WORK**  **EXCELLENCE** 

Principal: Jim Coupe

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Policy for Outdoor Education and Off-site Educational Visits

1. Introduction

1.1 Shoreham Academy offers numerous opportunities for students to enrich their on-site learning through Outdoor Education and Off-site Educational Visits. These activities include residential trips, environmental studies, sports, cultural activities, business visits, conferences, and adventurous activities. Many of these trips help students achieve their Pledges.

1.2 The Governing Body (UL) fully supports the value of off-site educational visits and emphasizes the importance of a safety culture. Careful planning and adherence to statutory procedures are essential. Off-site educational visits must be well-managed, with clear communication and recognized responsibilities.

1.3 This document outlines the specific policies and procedures for Shoreham Academy. It supplements and follows the advice and guidance from the following key publications:

- UL Health & Safety Policy (available on the EVOLVE site)
- West Sussex County Council Local Educational Authority’s “Regulations and Notes of Guidance for Off-Site Activities”
- Health and Safety Executive and Department for Education and Skills (DfES) “Health and Safety Responsibilities and Powers” statutory document
- DfES “Health and Safety of Pupils on Educational Visits” (HASPEV)
- DfES supplementary guidance:
 - Part 1: Standards for LEAs in overseeing educational visits
 - Part 2: Standards for Adventure
 - Part 3: Handbook for Group Leaders

2. Roles and Responsibilities

2.1 UL ensures that appropriate procedures, risk assessments, and control measures are in place and that documented guidance notes are followed. All residential, international, or hazardous off-site visits must be approved by the Governing Body, with such approval recorded in the minutes.

2.2 The Head Teacher has delegated Assistant Principal Claire Joyce to approve low-risk, local, daily, or regular off-site educational visits. This approval is recorded through the Evolve system.



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2.3 The Educational Visits Coordinator (EVC), Michelle Wilkins, ensures that all off-site activities follow the correct procedures. The EVC approves the group leader for each visit and monitors written risk assessments to ensure good practice. Additionally, the Principal and the EVC will:

- Support the group leader in identifying the visit's purpose and selecting, training, and briefing appropriate supervising adults and volunteer helpers, considering their professional development needs.
- Ensure DBS disclosures are in place where necessary.
- Ensure Emergency Contact Staff are aware of procedures to follow in case of emergencies.
- Keep records and report accidents and "near misses."
- Review and regularly monitor procedures.
- Liaise with the LEA Outdoor Education Adviser to ensure compliance with LEA regulations.

2.4 The Trip Leader is responsible for identifying the visit's purpose and following the checklist in the LEA guidance. A risk assessment is required for all off-site visits (available in the "Library" on Evolve and the staff shared folder – Trips/Evolve).

This will take account of:

- **Generic Risks:** As published in this document and the LEA Regulations and Notes of Guidance for Off-site Activities. It is essential that staff read this.
- **Event-Specific Risks:** Identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group, and other factors such as transport.
- **On-going Risks:** Identified by professional staff responding to changing circumstances and the success of planned activities and procedures. Participants and staff will be fully briefed on the purpose and the risk assessment control measures.

2.5 Participants/students are encouraged to consider the risks involved in an off-site educational activity and to assist in designing appropriate risk management strategies that support their learning. They will be fully aware of the visit's purpose and understand the expectations of behaviour.

2.6 Other attending staff should be given direct instructions regarding their roles on the trip to ensure clarity for everyone.



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3. Guidance Notes for Off-Site Educational Visits

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

3.1 All group leaders will familiarize themselves with the published advice and guidance. Further information is available from www.teachernet.gov.uk/visits.

3.2 Staff should have experience from previous trips and be aware of all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous), and know how to deal with an emergency.

3.3 If appropriate, they can access further training through the Outdoor Education Office (01243 777210).

3.3.1 In planning an off-site activity, the EVC (or Head of Department/faculty/year) should be involved in discussing plans at an early stage.

3.3.2 All trips must be submitted to the HoD, then EVC, and finally SLT for Pre-Trip Approval before formal organization. No financial commitments or letters should be sent out until all relevant approvals have been achieved.

3.3 Parental consents are given via Arbor. The Emergency Contact at school will be listed on your trip proposal forms once approved by SLT. The trip leader must have access to all Arbor consent information and SLT emergency contact details, especially for trips outside of school hours.

3.4 Internal Approval: Staff should check the date(s) of the trip to ensure there are no clashes with other events (e.g., exams, other trips, staff availability) with the EVC/SLT and the Cover Manager (Sarah Ringshaw).

3.5 The EVOLVE system: Once pre-approval has been agreed, the Evolve form must be submitted. This must be completed for all visits out of school. Trips/visits need to be agreed by the EVC and the Principal and submitted to the LEA (Area Education Office) one month in advance (as much as possible) and before becoming financially committed. Residential trips should be submitted as early as possible – a minimum of 3 months is required for these trips as they also require the Governing Body's approval. Longer lead times should be considered for higher-value trips to give parents ample time to pay.

3.6 A Risk Assessment form should be completed by the Leader and attached to the EVOLVE form. External providers will have their own risk assessment documents that can assist in this process and may also be attached. For certain activities, an Adventurous Activity Licence is legally required (see the LEA guidance or www.aala.org.uk). If this is the case, their licence number need only be quoted instead of requiring copies of their risk assessment documents. Parental letters should also be attached to Evolve as the County would like to see them. Please note that staff cannot demand payment to cover trip costs if the trip occurs during term time but can only ask for voluntary contributions.



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SLT emergency contact and the front desk should be provided with an up-to-date student list on the day of the trip, including an approximate return time and a telephone contact number for the staff.

Upon return from the trip, staff should ensure that students have all their possessions, the coach is clear of rubbish, and inform the emergency contact that they have returned safely. Staff must ensure that all students are picked up or have left the premises before they leave the school themselves.

4. Residential Trips

A daily contact should be made with the Emergency Contact SLT, which can be via a WhatsApp group (including all staff on the trip) or email. This group should be set up before the trip.

Preparation for all residential trips, after completing the paperwork, should include at least one meeting with parents/carers to finalize plans such as meeting points, rooming arrangements, special dietary requirements, and the trip schedule. This meeting also provides an opportunity for parents to ask questions.

The trip should be added to Firefly under Parents-Trips so parents can access useful related information, such as letters sent out and special information (e.g., if there is a student with an allergy).

5. Evaluation Report

Upon return, the Group Leader should report to the EVC and complete an evaluation on Evolve. This evaluation should detail the learning outcomes and any 'near misses' or incidents that did not require the completion of the Accident/Incident report form HSW3. If an accident report was completed at the venue, it must also be recorded at the home establishment. A general evaluation of the visit will inform future trips and may provide valuable insights into the effectiveness of the risk assessments, allowing for adaptations and improvements.



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