

Children, Schools and Families Directorate Policy for the Management of Off-Site Visits and Outdoor Learning



2014 - 2015

Foreword

Cornwall has a proud and long-standing tradition of outdoor learning and educational visits. From the establishment of the International Youth Camp at Porthpean in 1949 through to the present day the young people of Cornwall have been afforded wide-ranging and exciting opportunities which enhance their personal growth and learning. These experiences include local opportunities such as imaginative use of the establishment's grounds and engagement with the local community for historical or geographical studies; field trips and residentials further afield to support curricular links, support developing communities and to undertake challenging expeditions in remote parts of the world.

The education and personal development of our young people is greatly enriched by these experiences and it is testament to the dedication of our school staff – head teachers, teachers, teaching assistants, volunteers – and our youth workers and social care workers that so many visits and outdoor learning activities take place every year. These opportunities require meticulous planning and execution from colleagues and we recognise and thank them for their professionalism in leading these visits.

We take pleasure in commending to you the latest set of guidelines for off-site visits and outdoor learning. These continue to provide the framework for exciting, powerful and well-managed learning opportunities, which are so valuable and so essential for developing the necessary knowledge, skills and attitudes in our young people.



Trevor Doughty

Corporate Director

Children, Schools & Families



Neil Burden

Portfolio Holder

Children, Schools & Families

Contents

Executive Summary	Page 3
Provision of Employer Guidance	Page 4
Scope and Remit	Page 4
Ensuring Understanding of Basic Requirements	Page 5
Approval and Notification of Activities and Visits	Page 6
Risk Management	Page 6
Emergency Planning and Critical Incident Support	Page 7
Monitoring	Page 7
Assessment of Leader Competence	Page 7
Role-specific Requirements	Page 7
Charges for Off-site Activities and Visits	Page 8
Criminal Record Disclosure Checks	Page 8
Requirement to Ensure Effective Supervision	Page 9
Preliminary Visits and Provider Assurances	Page 9
Insurance for Off-site Activities and Visits	Page 10
Inclusion	Page 10
Adventure Activities Licensing Regulations	Page 11
Good Practice Requirements	Page 11
Transport	Page 12
Planning	Page 13
Consent	Page 14
The value and evaluation of LOtC	Page 14
Appendix A:	
Parental Consent form	Page 15

Executive Summary

This document replaces 'Safety on Educational Visits – 2003.' **Please dispose of the old document and ensure that colleagues within your organisation are using this new updated guidance.** The guidance is now web-based and will be updated regularly so as to remain current.

Please note the following:

1. All procedures currently in place will remain the same **EXCEPT**
 - The category of visit 'Day Trip out of County' is replaced by 'Day visit more than 50 miles from base.'
2. The headteacher/manager will continue to approve all visits
3. In addition to headteacher/manager approval, visits in any of the following categories require endorsement from Cornwall Outdoors
 - Residential
 - Foreign
 - Adventurous
 - Visits more than 50 miles from base

This must be done via the electronic EV form, of which your Educational Visits Coordinator will have details.

4. The web-based guidance has a number of sample forms and checklists which may be used however the Council has determined that the CONSENT FORM to be found at Appendix 1 in this document is the minimum required by users of this policy

If there are aspects of the guidance about which you are unclear please refer in the first instance to your Educational Visits Coordinator. Otherwise please contact Cornwall Outdoors on cornwalllearningoutdoors@cornwall.gov.uk or 01872 327900

Acknowledgements

Thanks are due to the following for all their hard work and support in the production of this document.

Andy Barclay – Head of Cornwall Outdoors
Chris Billing – Road Safety Officer, Training and Engagement
Nigel Bispham – Educational Visits Coordinator, Camborne Science and International Academy
Mike Bridgeland – Youth and Community Work Lead, Youth Cornwall
Nikki Coleman – Educational Visits Coordinator, Threemilestone School
Joan Mallard – Safeguarding Team Leader
Sarah Melbourne – Senior Administrator, Safety on Visits, Cornwall Outdoors
John Mitchell – Educational Visits Coordinator, Pool Academy
Paul Parkinson – Outdoor Learning Consultant, Cornwall Outdoors
Phil Rundle – Senior Health Safety and Wellbeing Advisor (CSF)
Shirley Trebilcock – Insurance Claims Manager, Insurance Section
Andy Wilkinson – Senior Health, Safety and Wellbeing Advisor (Social Care)

1. Provision of Employer Guidance

Cornwall Council has formally adopted “**Outdoor Education Advisers Panel (OEAP) National Guidance**” as its “Employer Guidance for Children, Schools and Families Directorate.”

This guidance can be found on the following website: <http://oeapng.info/>

It is a legal expectation that employees **must** work within the requirements of their employer’s guidance; therefore Children’s Services’ employees **must** follow the requirements of OEAP National Guidance, as well as the requirements of this Policy Statement.

Cornwall CSF employees should also follow OEAP National Guidance recommendations.

Academies and other non-Council Establishments

Where another employer wishes to opt into Cornwall’s guidance, systems and processes for supporting and monitoring off-site activities and outdoor learning, they should produce a policy statement that makes this clear. Employers subscribing to Cornwall Council’s specialist advice and guidance for educational visits are expected to adopt this policy and guidance.

Where a Cornwall Council employee commissions outdoor learning activities, they must ensure that such a commissioned agent:

1. has adopted Cornwall Council’s guidance or the OEAP National Guidance

OR

2. has systems and procedures in place where the standards are not less than those required by Cornwall Council’s Employer Guidance.

2. Scope and Remit

The National Guidance document “**Basic Essentials - Status and Remit**” clarifies the range of employees whose work requires them to use the guidance.

<http://oeapng.info/wp-content/uploads/downloads/2012/04/1c-Status-Remit-and-Rationale.pdf>

In summary, it applies to employees whose work involves any one of the following:

- supervision of young people undertaking experiences beyond the boundary of their normal operational base
- supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the National Guidance document: “**Underpinning Legal Framework and Duty of Care**”

<http://oeapng.info/wp-content/uploads/downloads/2012/05/3-2a-Underpinning-legal-framework-040512.pdf>

3. Ensuring Understanding of Basic Requirements

As an employer, **Cornwall Council** is legally required to ensure that its employees are provided with

- appropriate guidance relating to off-site visits and outdoor learning activities
- employer-led training courses to support the guidance to ensure that it is understood
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from appointed adviser(s) that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The appropriate guidance for the management of outdoor learning and off-site activities in Cornwall is the OEAP National Guidance web site.

The relevant training courses in Cornwall are:

1. Cornwall Council Educational Visit Coordinator (EVC) Training - all Cornwall Council's schools and those who have purchased this service are required to have a current and trained EVC in post.
2. Other settings within Cornwall Council's Children's Services (for example Youth Cornwall, Social Work) are required to have a current and trained EVC in a strategic position within their service.

Cornwall Council Educational Visit Coordinator (EVC) Revalidation - all Cornwall Council Children's Services establishments and those who have purchased the service are required to ensure that their EVC undertakes formal revalidation every 3 years.

3. Cornwall Council Visit Leader Training – this course is available to all those who lead off-site activities. It is particularly recommended for new and less experienced visit leaders. Currently there is no revalidation requirement. However, to meet Employer Guidance requirements regarding leader competence, leaders must be up to date in their knowledge of good practice, either through further training and/or recent and relevant experience

For the purposes of day-to-day updating of information, Cornwall Council's EVCs and Visit/Activity Leaders are directed to the posting of "*EVC Information Updates*" (which include information on how to access the relevant courses) available on the following web link:

Cornwall Council website www.cornwalloutdoors.org/evcupdates

In addition a termly newsletter will be published and sent to EVCs

Where an employee experiences problems with finding the material they are looking for, or require clarification or further help and guidance, they should contact their establishment's Educational Visits Coordinator (EVC), or the adviser nominated by their employer.

The nominated adviser in Cornwall Council is:

Andy Barclay, Head of Cornwall Outdoors

T: 07968 892855

E: abarclay@cornwall.gov.uk

4. Approval and Notification of Activities and Visits

The Employer's guidance **must** provide clarity on issues where responsibilities and functions are delegated. This is particularly critical in establishing requirements regarding formal notification and formal approval of activities.

Cornwall Council delegates the responsibility for formal approval of all off-site visits and outdoor learning activities to establishment Heads / Managers. It is a requirement of this policy that Heads and Managers carry out this function in accordance with the Council's Employer Guidance.

Although approval is delegated, establishments must notify the Council of visits and activities falling within any one of the categories set out below:

- A journey more than 50 miles away from base
- A residential or overnight stay
- An adventurous activity
- A foreign visit

The above notification procedure requires the submission of an EV Form via the electronic EV system.

It is a requirement that all Cornwall Council Children's Services establishments use the electronic EV system. For further advice and help using the system, the establishment should contact the nominated adviser (see section 3)

5. Risk Management

As an employer, Cornwall Council has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Cornwall Council to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an off-site activity should be informed by the benefits to be gained from participating. Cornwall Council strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable." HSE endorses this approach through their **"Principles of Sensible Risk Management"** and advocates that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. Used properly, sensible risk management is an invaluable tool for planning and managing off-site visits and outdoor learning.

Effective pre-visit risk assessments should identify the likely risks involved with the activity and the controls necessary to ensure that those risks are reduced to acceptable levels. However Visit Leaders should be clear that ongoing (dynamic) evaluation of the risks will still be required in the event of changing conditions or unexpected situations.

Cornwall Council's preferred risk management system is through the European Education Consultants' Safety Management Suite (EECLIVE) though other equally robust systems may be appropriate. Notwithstanding there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Refer to the National Guidance document: **"Risk Management" 4.3c**

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3c-Risk-Management-1.pdf>

6. Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity:

- has suffered a life-threatening injury or fatality;
- is at serious risk;
- has gone missing for a significant and unacceptable period, and which may lead to the involvement of the media

As an employer, Cornwall Council is committed to providing emergency planning procedures to support LA schools and other establishments who have purchased this service in the event of a critical incident.

Refer to the National Guidance document: ***“Critical Incident Management for Visits” 4.1a***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4-1a-Critical-Incident-Management-Employer-final.pdf>

To activate support from Cornwall Council, the following telephone numbers should be used:

- **Normal office hours: 01872 322403 (New County Hall)**
- **Outside normal office hours: 01872 320205 (Fire Control)**

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency.

Under no circumstances should these numbers be given to young people or to their parents or carers.

7. Monitoring

As an employer, Cornwall Council ensures that there is sample monitoring of the off-site visits and outdoor learning activities undertaken by its establishments, either by attaching such monitoring duties to its officers, or by delegating these tasks to establishments. Such monitoring should be in keeping with the recommendations of OEAP Employer Guidance. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the establishment's EVC.

Refer to the National Guidance document: ***“Monitoring” 3.2b***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2b-Monitoring-final-230212-1.pdf>

8. Assessment of Leader Competence

National Guidance provides clear advice regarding the assessment of leader competence. It is an expectation of Cornwall Council that all visit/activity leaders and their assistants have been formally assessed as competent to undertake such responsibilities as they have been assigned in line with Employer Guidance. Refer to the National Guidance document: ***“Assessment of Competence” 3.2d***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2d-Assessment-of-competence-1.pdf>

9. Role-specific Requirements and Recommendations

National Guidance sets out clear and detailed responsibilities and functions of specific roles within Cornwall Council's Children's Services management structures. These are:

1. Director of Children's Services
2. Lead Member for Children's Services
3. Line Manager of an Outdoor Education Adviser (or equivalent post)
4. Outdoor Education Adviser
5. Adviser (other than an OEA) including Health and Safety Officer
6. Manager of an Outdoor Centre

Refer to the individual National Guidance documents headed as above.

National Guidance also sets out clear and detailed responsibilities and functions of specific roles that relate to those found within most Children's Services establishments. These are:

1. Member of Board of Governors or Management Board
2. Headteacher
3. Manager of an establishment other than a school
4. EVC
5. Visit or Activity Leader
6. Assistant Visit leader
7. Volunteer Adult Helper
8. Those in a position of Parental Authority

Refer to individual National Guidance documents as above.

10. Charges for Off-site Activities and Visits

Cornwall Council Heads/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in Sections 449-462 of the Education Act 1996.

Refer to the National Guidance document: ***Charges for Off-site Activities and Visits in an Educational Establishment 3.2c***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2c-Charges-for-off-site-activity-final-230212-1.pdf>

11. Criminal Record Disclosure Checks

An Enhanced Disclosure (currently known as a CRB Check) must be sought for all positions in 'regulated activity'. The definition of regulated activity is set out in the Safeguarding Vulnerable Groups Act 2006 and has been amended by the Protection of Freedoms Act 2012.

For the purposes of this guidance, the new definition of regulated activity relating to children comprises only:

- a. **Unsupervised activities:** teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- b. Work for a limited range of establishments ('**specified places**') with opportunity for contact, e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;
- c. Work under (a) or (b) is regulated activity only if done regularly.
- d. Relevant **personal care**, e.g. washing or dressing; or health care by or supervised by a professional;
- e. **Registered childminding;** and **foster-carers.**

This new definition is effective from 10th September 2012. Further statutory guidance will also be provided about unsupervised activity.

However, it must be clearly understood that a CRB check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

Refer to National Guidance document: ***"Vetting and CRB Checks" 3.2g***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2g-Vetting-and-CRB-Checks-Final-230212-1.pdf>

For further advice and guidance contact the HR Safeguarding Team on 01872 324130 or email hrsafeguarding@cornwall.gov.uk

12. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective.”

Effective supervision should be determined by proper consideration of:

- age (including the developmental age) of the group;
- gender issues;
- ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics);
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- staff competence and experience

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years.

The following may be regarded as “starting points” for straightforward visits:

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

Refer to the National Guidance document: ***“Ratios and Effective Supervision”4.3b***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3b-Ratios-and-effective-supervision-1.pdf>

Refer to the National Guidance document: ***“Group management and Supervision”4.2a***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.2a-Group-management-and-supervision-1.pdf>

13. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. Establishment policy should clarify the circumstances where a preliminary visit is a requirement.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The Learning outside the Classroom Quality Badge
- Adventure Activities Licensing Service
- Adventuremark
- National Governing Body (e.g. RYA, BCU) centre approval schemes (applicable where the provision is a single, specialist activity).

Cornwall Council takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances. Where a provider does not hold such accreditation, they must complete and return a Provider Questionnaire to Cornwall Outdoors for verification.

Refer to the National Guidance document ***“Preliminary Visits and Provider Assurances 4.4h***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf>

14. Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and Cornwall Council holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to those persons who are acting in a voluntary capacity as assistant supervisors. Cornwall Council also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

Personal Accident Assault Insurance is provided for all Cornwall Council employees in the course of their employment, providing predetermined benefits in the event of an assault. Visit/Activity Leaders are advised that they should consider taking out personal accident cover privately, or through a professional association.

Cornwall Council Visit and Activity leaders should contact the Insurance Section to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Refer to the National Guidance document: ***"Insurance" 4.4c***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.4c-Insurance-1.pdf>

For further guidance contact Cornwall Council's Insurance Section on 01872 322229 or your establishment's insurers.

15. Inclusion

Every effort must be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all reasonably practicable measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which inclusion is or is not a legal issue.

Under the Disability Discrimination Act 1995, it is unlawful:

- to treat a disabled young person less favourably;
- to fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Refer to the National Guidance document: ***"Inclusion as a Legal Issue" 3.2e***

<http://oeapng.info/downloads/3.2e-Inclusion-1.pdf>

16. Adventure Activities Licensing Regulations

Employers, Heads/Managers, EVCs and Leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons Safety) Act (1995) established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA), initially responsible to the DfES. The scheme is now the direct responsibility of HSE and operated through the Adventure Activities Licensing Service (AALS).

The intention of the regulations is to provide a regulatory framework to protect young people, parents, visit leaders, schools and other establishments when using providers of in-scope adventurous activities in closely defined environments. The regulations and supporting inspection regime provide a formal process of professional inspection to demonstrate that providers have effective safety management systems and processes, meeting a national standard.

The definitive source of advice on the Licensing Regulations is to be found in the Health and Safety Executive publication: "*Guidance to the Licensing Authority on Adventure Activity Licensing Regulations 1996*".

Leaders should be aware that the AALS license is an assurance of safety. It does not accredit educational or activity quality.

Where Cornwall Council's outdoor centres are providers of "in-scope" activities as defined by the regulations, they are required to be licensed.

Refer to the National Guidance document: "**Summary of Adventurous Activity Licensing Regulations**" 3.2f

<http://oeapng.info/wp-content/uploads/downloads/2012/04/3.2f-AALA-Licensing-1.pdf>

17. Good Practice Requirements

To be deemed competent, a Cornwall Council Visit/Activity Leader, or Assistant Leader must be able to demonstrate the ability to operate to the current standards of recognized good practice for that role.

All staff and helpers must be competent to carry out their defined roles and responsibilities.

Employer Guidance sets a clear standard to which Cornwall Council's leaders **must** work. The guidance states:

A competent Visit/Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:

- Knowledge and understanding of their employer's guidance supported by establishment-led training. It is good practice for employers to provide formal and accredited training to support their guidance e.g. EVC Training, Visit Leader Training and such training may be a requirement prescribed by some employers.
- Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.
- Knowledge and understanding of the group, the staff, the activity and the venue.
- Appropriate experience
- **A formally accredited qualification in some circumstances (e.g. first aid, adventurous activities, minibus driver)**

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence is applied to both newly qualified and newly appointed staff. Establishments should view the original documents and certificates when verifying leader's qualifications, and should maintain a record of qualifications held by their staff.

Where a Volunteer Helper is a parent (or otherwise in a close relationship with a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

Refer to the National Guidance document: "**Good Practice Basics**" 4.3a

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3a-Good-practice-basics-1.pdf>

18. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments must follow the specialist guidance provided in Cornwall Council's transport policy. All national and local regulatory requirements must be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader must ensure that coaches and buses are hired from a reputable company.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

Refer to the National Guidance document: ***"Transport: General Considerations" 4.5a***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5a-Transport-general-considerations-1.pdf>

Refer to the National Guidance document: ***"Transport in Minibuses" 4.5b***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5a-Transport-general-considerations-1.pdf>

Refer to the National Guidance document: ***"Transport in Private Cars" 4.5c***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf>

19. Planning

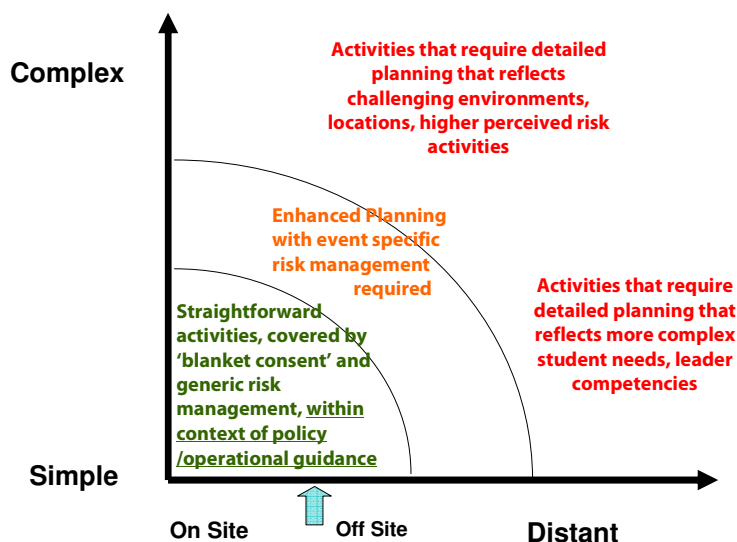
Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes based on credible inspection regimes)
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team have a discussion in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigour (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis". Once the targeted outcomes have been recorded, it will then be possible to identify appropriate ongoing review and evaluation strategies, including indicators.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as **SAGED** as explained below.

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance issues? Licensable?
- **G**roup characteristics – Prior experience? Ability? Behaviour? Special and medical needs?
- **E**nvironmental conditions – Like last time? Impact of weather? Water levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?



Refer to the National Guidance document: ***"Planning Basics"5.2b***

<http://oeapng.info/wp-content/uploads/downloads/2012/04/5.2b-Planning-Basics-final-1.pdf>

Refer to the National Guidance Power Point: ***"The Radar Introduction"***

http://oeapng.info/wp-content/uploads/downloads/2012/04/1d-The-Radar-introductions_Rev3.pdf

20. Consent

To reduce bureaucracy and encourage activity, establishments need to take account of the legalities regarding a requirement for formal consent. When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental responsibility are fully informed. This may be a useful opportunity to remind parents that they have given consent, and to give them an opportunity to withdraw it, should they so wish.

Residential visits, foreign visits, adventurous activities or activities for which a charge is made will need specific informed consent, including agreement to any payment or cancellation terms.

This supports the move towards developing activity-specific policies at establishment level for regular or routine activities. Such policies should be robust and equate to operational guidance that makes it clear how the activity should be planned and delivered, meeting all necessary recommendations and requirements, as well as assuring educational quality.

A model consent form is given at Appendix A

21. The Value and Evaluation of LOtC

The Ofsted report "***Learning Outside the Classroom – How Far Should You Go?***" (October 2008) makes statements in the strongest terms to support the value of Learning outside the Classroom, including the fact that it raises achievement. Cornwall Council's Heads, Managers, EVCs and Visit Leaders are strongly recommended to familiarise themselves with the main content of this report.

Refer to the National Guidance document: "***Ofsted and LOtC Summary***"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/2.4a-Ofsted-LOtC-Summary.pdf>

However, it also highlights the finding that even where LOtC is highly valued and provided to a high standard, it is rarely evaluated with sufficient rigour – i.e. in the way that classroom learning is evaluated – and a methodology to address this is provided within the OEAP National Guidance document: "***Rigorous Evaluation of LOtC: Meeting Ofsted Expectations and Assuring Quality***"

<http://oeapng.info/wp-content/uploads/downloads/2012/04/5.1c-Rigorous-Evaluation-1.pdf>

PARENTAL CONSENT FOR LOCAL OFF-SITE ACTIVITIES (Annual consent form)

Dear Parent or Guardian,

This is a consent form to cover local off-site activities and visits that your child may be undertaking during the school year. These visits may include short journeys on foot or in vehicles and some may continue beyond the school day. None of these visits include any adventurous activity, or involve an overnight stay. A separate specific consent form will be sent out for visits involving adventurous activities or for residential visits.

The visits and activities covered by this consent typically include

- All visits which take place as part of the normal school programme
- Swimming lessons
- Visits to theatres, museums and similar
- All off-site sporting fixtures within and outside the school day
- Any local visits which take place in the holidays or at a weekend
- All off-site activities for nursery schools

In normal circumstances the school will send you information about each visit or activity before it takes place

Name of child	
Date of birth	

Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?)

Has your child had any recent illness?	
Does your child have any specific dietary requirements?	

Any additional information which may be of use

- I would like my child to take part in the programme of activities that form part of the school year. I understand that I will be informed of the arrangements for each visit in advance.
- I acknowledge the need for my child to behave responsibly at all times.
- I consent to any emergency medical treatment required by my child during the course of the visit.
- I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated Local Authority guidance.
- I confirm that my child is in good health and I consider him/her fit to participate.

Signature of parent/guardian		Date
Name of parent/guardian		
Address		
Telephone number		
Contact name and telephone number in event of an emergency		
Relationship to child		
Name of family doctor		
Approximate date of last tetanus injection		



Cornwall Outdoors

Oceans House, Truro Business Park, Threemilestone,
Truro, Cornwall TR4 9LD

T: 01872 326360

E: cornwalllearning@cornwall.gov.uk

If you would like this information in another format or
language please contact us:

T: 0300 1234 100

www.cornwall.gov.uk