



Sunningdale School

External Visits Policy 2021-2022

This policy must be read in conjunction with other relevant school policies.

It must also be read in reference to Sunderland Council's External Visits Code Of Practice.

Rationale

Learning should be a rewarding and enjoyable experience for everyone; it should be fun, child centred and tailored to meet the specific individual needs of every child. We acknowledge that children learn in many different ways and in a number of different environments.

In order to learn we believe that children need to have opportunities to learn outside the classroom, in varied contexts where learning and experiences are functional and support preparation for adulthood.

External Visits Co-ordinator (EVC)

The Headteacher will ensure that the school has a trained External Visit Coordinator. The EVC will be involved in the assessment and approval of all offsite visits.

The EVC will:

- Ensure that risk assessments are completed and, when appropriate, individual behaviour plans and safe working practices
- Support the Governing body and head teacher in any decision on approval
- Verify that all accompanying adults have been CRB checked

- Make sure that all consent and medical forms are obtained
- Keep records of visits via the Evolve system and monitor, where available, evaluation to aid future visits.

Categories of Visit

| Category | Definition | Requirement For Notification & Approval |
|------------|--|---|
| Category 1 | <p>Straightforward routine visits defined as Category 1 by the school, covered by:</p> <ul style="list-style-type: none"> • a generic risk assessment, regularly reviewed • blanket informed parent/carer consent • school/service operating procedures | <p>These only require the Initial Risk assessment submitted via evolve stating the dates when the visit may take place (using the <i>Regular dates/ Repeat Visit</i> function in Evolve). Do NOT blanket populate the evolve system with these. All activities outside the school premises should be planned.</p> |
| Category 2 | <ul style="list-style-type: none"> • Visits requiring enhanced planning with event-specific risk assessment, including: • All residential visits not in Category 3 • Non-residential visits not in Categories 1 or 3 | <ul style="list-style-type: none"> • Must be authorised by the EVC/ Headteacher, using Evolve • This provides automatic notification to the Council of the visit. • Note: These can also be Repeat Visits. E.g. Visiting a |

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| | | specific beach every week for a half term. |
| Category 3 | <ul style="list-style-type: none"> • Higher risk visits, defined as: • Visits outside the UK • Visits which include adventure activities • Visits to remote or hazardous locations | <ul style="list-style-type: none"> • Must be authorised by the Headteacher / Manager using Evolve at least four weeks before the visit, and then approved by the Council. |

* If elements of a visit change once it has received approval. Notes can be added to the evolve system to make the EVC/ Head aware of this.

Category 1 visits

These must be within Sunderland.

They must not require an Event-specific Risk Assessment.

They do include but are not restricted to:

- Regular visits to a sports centre
- Regular visits to a swimming pool
- Regular visits to the supermarket/ shops
- Regular visits to library
- Regular visits to a local park
- Regular visits to another School/ Children's Centre/ Nursery

Category 2 visits

An 'event-specific' risk assessment is required when the visit is beyond Sunderland or to a new or unusual place. This could also be a visit to a one-off

event. For e.g. This would include visits to beaches or parks with very specific features that may create a hazard such as a river, cove, steep steps etc... Another example would be somewhere outside of Sunderland such as the Metro Centre.

Risk Assessment

Where Risk Assessment is necessary (see Category of Visit) the School is happy to accept risk assessment forms in any relevant typed format that is suitable to meet the requirements of risk assessment set out in the Council Health and Safety Policy: Guidance on the Conduct of Risk Assessment: Code Of Practice. It is available to download here: <http://cityweb/directorates/corporate-services/personnel/health&safety-website/websitedocs/coppdfs/72686part-3.3.pdf>

This document identifies 7 Stages of Risk Assessment. They are not specific to school settings and cover risk assessment for all council businesses. The stages are:

Stage 1: Identify which people to involve in the risk assessment process

Stage 2: Identify activities with hazard potential

Stage 3: Identifying hazards associated with each activity

Stage 4: People at risk

Stage 5: Identify risks to health and safety

Stage 6: Elimination of the Hazard

Stage 7: Identify control measures

Risk assessment forms should be submitted to the EVC via the online Evolve platform.

Dynamic Risk Assessments

A dynamic assessment must continuously be taking place during any external visit and especially where circumstances or conditions change for some reason. School would expect staff to dynamically adapt their written risk assessments where necessary.

Minibus driving

The DfE advice repeats the legal interpretation issued by the previous government that staff who obtained a car driving licence after January 1997 and have held it for two years, and who are not being paid to drive (e.g. a teacher who is not required to do so volunteering to organise school trip), do not need a special DI licence.

However, the Council's minibus operation policy states that City Legal Services have confirmed that, because of the contractual arrangements of their contracts of employment, there are no Council employees classed as volunteer drivers. This means that **all teachers and other staff in Sunderland schools do need a DI licence to drive a minibus for the school, whatever the circumstances.**

Parental consent

DfE advice confirms the fact that written consent is not required for pupils to take part in the majority of off-site activities which happen during the school day, and includes a 'one-off' consent form that schools can use for other activities. The OEAP Employer Guidance recognises this.

Activity providers

Visit Leaders must check that providers of certain adventure activities hold an AALA licence. It is the visit leader's responsibility to check if the provider is subject to this.

If a provider holds a Learning Outside the Classroom Quality Badge, this demonstrates that they meet a range of safety, safeguarding and quality criteria

(including holding an AALA licence if this is required). School recognises the Quality Badge as providing sufficient assurance about a provider.

Where the public can access the facility, coaching, transport by paying a one-off fee on entrance, E.g. a Public Swimming Baths or public transport, they are not considered an external provider.

Policy review

This policy will be reviewed and amended at least annually or sooner of significant changes occur.

| Role | Name | Signature | Ratification Date |
|--|-------------|------------------|--------------------------|
| Policy Author (if not the Headteacher) | n/a | | |
| Headteacher | J. Waller | | |
| Chair of Governors | V. Ingleton | | |