

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Offsite Activities

LAST UPDATED/ REVIEWED	Assistant Headteacher – With responsibility for Educational trips	July 2024
POLICY TYPE	Voluntary	
REVIEW FREQUENCY	As regulations change or every 5 years – July 2029	
RESPONSIBLE		
Management Team	Justin O'Connell/Jo Capon	
Governing Committee	Resources Committee	
APPROVED	Approved by Full Governing Body	9 th May 22

Courage Commitment Compassion

This policy complies with the RBWM Outdoor Education and Visits Policy and Guidance at rbwm-education.rbwm.org.uk and OEAP National Guidance at www.oeapng.info/ Members of staff intending to organise an offsite activity should refer to this guidance. The school will ensure that leaders and other adults accompanying offsite activities receive appropriate training.

Any member of staff intending to organise an offsite visit must submit a proposal for outline permission two terms (of 6) preceding the proposal or visit or sooner for residential activities planned to occur in the Autumn. Approved visits can then be included in the school calendar. All Trip Leaders are required to undertake training before leading any school trips.

Non-residential offsite activities:

Non-residential activities are approved at the start of the year. These include museum visits, sporting fixtures, curriculum study trips, theatre, art gallery and concert trips, etc.

It is the responsibility of anyone organising an activity in the first instance to liaise with the Finance Department to produce the Finance Offsite Activity Form (appendix 1) before completing an Offsite Form OA1 (appendix 2) in good time (see appendix 3), so that it may be circulated and the activity approved before bookings are made. Once approval has been given for the trip, the EVA (Educational Visits Administrator) will email on behalf of the EVC (Educational Visits Coordinator) to confirm that the next stage of planning can go ahead. An approved letter should be sent home to parents and carers and should go to the Headteacher's PA to be sent out. The letter may include a signed permission slip and must include full details about the activity, venue, supervision arrangements and mode of transport. The school Minibus Policy must be followed if this is to be used as transport for an activity. For minibus journeys of 45 minutes or longer, a second responsible adult must travel in addition to the driver.

Medical information for each participant (including staff and/or other responsible adults) must be taken on any offsite activity. An OA4 covers the current school year; a new one is not needed for each visit. These forms are issued to parents or carers when their child joins the school. They are not re-issued annually – it is the responsibility of the parents or carers to notify the school of any subsequent changes. Information from the OA4 forms and/or Arbor can be obtained from the Front Office staff, who need advance notice to prepare it.

It is the responsibility of the trip leader to inform themselves about particular medical needs and parent/carer contact details for individual trip participants. Arrangements might need to be put in place to meet particular needs, such as administering an auto-injector pen. It is not admissible to leave such responsibility with the student concerned. If the school holds information indicating that a trip participant uses medication or a medical device, they will not be allowed to take part in the trip without this. The participant should carry their medication or medical device on their person.

The Trip Leader must take risk assessments on the trip. A single and bespoke risk assessment should be written and a template can be provided by the EVA. Group-specific (taking account of the needs of those taking part), or venue-specific risk assessments may be needed in addition. Trip Leaders should consult the school EVC if in doubt. It is good practice to show the list of students going out on the trip to the relevant Head of Year, Front Office Staff and SENCo who may know if there are any particular problems with a participant's health or behaviour.

Two members of the Leadership Team must agree to be the emergency contact persons if a trip is to take place outside school hours. These people need a copy of the Offsite Activities Form (OA1) and a list of the staff and students going on the trip, with emergency contact numbers for each participant's

next of kin.

Residential Activities

Any visit lasting more than 24 hours must be agreed in principle first by the Headteacher, then approved by the Outdoor Education Advisor (see appendix 3) Governors will also need to approve all residential trips which are being run for the first time, or trips which involve hazardous activities. New trips which will take place in the UK will need to be approved by the Chair or Vice-Chair of Governors only. New trips which will take place outside the UK will need to be approved by the FGB. For Governors' approval the trip needs to be organised at least two (of six) terms in advance and presented to the Full Governing Body. It is the responsibility of the Trip Leader to be appraised of any passport or visa requirements for trips abroad, including to EU countries post-Brexit.

For activities lasting more than twenty-four hours, an Offsite Activities form (Form OA1, see appendix 2) must be submitted to the EVA by the member of staff intending to organise the trip. Confirmation of approval will be emailed once it has been approved for cover/diary, health and safety/insurance, and has been signed by the Headteacher or Co-Headteachers. Copies of the completed form will be sent electronically by the EVA to the Outdoor Education Advisor and, for trips which involve hazardous activities or are of over 24 hours duration, to the governors so that they can consider the trip for approval. Firm bookings of transport and venue and contact with parents to seek payment and permission for pupils to take part in the visit may be made only after both the school and the Borough have approved the trip. Two copies of the forms should be retained in school, one for the Trip Leader and one for the EVA.

Once approval has been given for the trip, a letter should be sent home to parents. The Headteacher must see and approve a copy of the letter before it is sent out. For trips which are likely to be popular and over-subscribed, trip leaders will seek expressions of interest prior to holding a ballot. This is in order to ensure that places are allocated fairly.

Two members of the Leadership Team must agree to be the contact persons if a trip is to take place outside school hours. These leaders need a copy of the Offsite Activities Form (OA1) and a list of the staff and students going on the trip, with emergency contact numbers for each participant's next of kin.

The consumption of alcohol by students, including those over 18, is not allowed under the terms of the insurance policy. Members of staff may only drink alcohol when they are 'off-duty' and others are designated 'on duty'. The appropriate section the Staff Code of Conduct and the National Guidance on www.oeapng.info may be consulted for further guidance.

Documentation for all Residential:

- Form **OA 1** ** must be submitted electronically to the school EVA before any firm information is given to young people and to parents and carers, or the school committed irreversibly to the activity.
- Form **OA 2*** is to be submitted electronically to AFC at least 4 weeks in advance of the activity if it is for an overnight residential or an overseas trip lasting less than 24 hours.
- Form **OA 2*** is to be submitted electronically to the Borough at least 12 weeks in advance for all other trips.

- Form **OA 3*** and **OA 5**** are to be submitted electronically to AFC at least 7 days in advance of the departure day.
- Form **OA 4*** medical/consent forms/stored medical information from Arbor.
- If abroad, **the Insurance Company name, policy number and telephone numbers***.

** MUST be carried by Trip Leaders

* MUST be carried by Trip Leader and all staff on the activity.

Appendix 1 Newlands Girls' School – Finance Offsite Activity Form

Please complete all areas highlighted in yellow:

Visit Destination:

Date of Departure:

Time of Departure:

Year Group/s open to:

Trip Leader:

Date of Return:

Time of Return:

Max. Pupil places:

Min Pupil Numbers for trip viability:

A: VENUE COSTS (i.e. residential costs, entrance fees)			
Name of Tour Company/Venue where order will be placed:			
0	Pupils @ £	£ -	= £0.00
0	Staff @ £	£ -	= £0.00
Free Places			
Total Cost for Venue		A	£0.00
B: TRAVEL COSTS:			
Name of Tour Company where order will be placed:			
Coach:	=	£ -	
School Minibus:	=	£ -	
Public Transport	=	£ -	
Total Cost for Transport		B	£0.00
C: OTHER EXPENSES			
(Please list, i.e. SEN Requirements, petty cash, equipment, photocopying)			
	=	£ -	
	=	£ -	
	=	£ -	
	=	£ -	
Total for Other Expenses		C	£0.00
Cost of Trip (A+B+C)			£0.00
E-Payment Processing Fee	1.50%		£0.00
D: TOTAL COST OF TRIP			£0.00
Pupil Cost Per Head			
Recommended Contribution Per Pupil (rounded Figure)			£

All requests for petty cash, including Euros, should be submitted on an orange Petty Cash Form, given to the Finance Office no later than ONE week prior to the trip departure date.

6. Educational Visits Co-Ordinator:	Justin O'Connell	Date:
7. I confirm that this activity has my approval.		
Signed:	Headteacher	Date:

Appendix 3A

Newlands Girls' School Checklist for Non- Residential Activities

During the Year before:

- Submit proposal for inclusion on the school calendar during the preceding summer (May/ June). If this has not happened an Orange Uncalendared Activities/Trip Request form needs to be completed and submitted for authorisation to the Deputy Heads.

At least 4-6 weeks before:

- Submit a completed copy of the OA1 form which can be found on the Staff Shared Area, together with bespoke Risk Assessment, to the EVA (Educational Visits Administrator). The EVA will print off the forms, request the Trip Leader's signature and submit them for authorisation. (Supervision ratios vary, usually between 1:10 (overseas) and 1:20, with at least 2 Leaders.)
- Complete the Excel version of the Finance Offsite Activity Form, which is self-calculating and available on the Staff Shared Area. This is necessary to make sure that the trip is going to be financially viable. All trips with a cost per pupil over £10 will request payment via the sQuid system so please talk to the Finance Office when completing the form.
- Complete the Internal Purchase Order Forms to book the activity, venue, transport etc. making sure that they are signed off by the Trip Leader and given to the Finance Office. When contacting companies requesting quotes, please state clearly that the booking will only be confirmed when they have received an official School Purchase Order Number generated by the Finance Office.
- The Finance Office must have verified that the trip is financially viable before being submitted for approval by the Full Governing Body.
- Create a letter to be sent home to parents and carers - Heads of Department have examples of wording. All letters must be checked by the Finance Office first and then sent by Finance to The Headteacher's P.A. before being sent home to parents and carers. The letter must include details of the activity, venue, supervision arrangements and transport. The Trip Leader must inform the Finance Office as to when the trip letter is being sent home so that the trip can be created within sQuid with the correct payment details.
- Consult and follow the school Minibus Policy, if one is to be used. A copy can be found in the Staff Shared Area. For trips and sporting fixtures more than 45 minutes' drive away, a second responsible adult must always travel in the minibus in addition to the driver.

- When the deadline for payment on sQuid has passed the Trip Leader needs to ask the Finance Office to provide a list of students who have paid for the trip. It is the Trip Leader's responsibility to make sure that the trip is financially viable.

One week before:

- The Trip Leader must send a list of all those taking part to the EVA and this list must be included in Staff Bulletin to Teaching Staff if the trip will take place during the school day- including the relevant Form Tutors & Attendance Officer (Excel Class Lists spreadsheets can be downloaded from Arbor).
- The Trip Leader must arrange to gather medical information for each participant – specifically to check and be aware of any medical conditions (OA4). **If the pupil does not have a completed OA4 form they will not be able to participate.**

On the day of or the day preceding the activity:

- Collect a First Aid box from Reception, containing an Accident Report Form.
- Inform Reception/Attendance Officer of any absences to the list of participants.
- Confirm emergency contact arrangements/ mobile tel. number of the Trip Leader with Reception.
- **Check ALL participants with medical conditions have their medication and/or medical device with them. Pupils without their own medication or medical device DO NOT GO ON TRIP.**

Take with you:

- A list of those taking part for **each** group leader
 - *OA4 (Medical Form) or medical information for each participant (unless visit is within Borough area & during school hours)
 - First Aid Box
 - Bespoke Risk Assessment
 - Contact details for next of kin for all participants
- *MUST be carried by Trip Leaders and All Staff on the activity**

After the activity:

- **Any OA4 Forms must be returned to the Front Office.**
- If appropriate, forward any completed accident report forms to the EVA.

Newlands Girls' School

Checklist for Residential/ Overseas Activities – more than 24hrs

During the Year before, Trip Leaders are required to:

- Submit a proposal for consideration and inclusion in the school calendar during the preceding summer (May/June).
- Read the AFC Outdoor Education and Visits Policy and Guidance at rbwm-education.rbwm.org.uk and the OEAP National Guidance at www.oeanpg.info

At least two terms before:

- Submit completed OA1 Form electronically with the Risk Assessments and Trip Itinerary attached to the Educational Visits Administrator (EVA). This will be printed off by the EVA ready for signature by the Trip Leader. The EVA will send the OA1 electronically to the Outdoor Education Advisor (Borough) for approval of paul.bowen@achievingforchildren.org.uk. If the trip is a new residential trip within the UK, it will need to be approved by the Chair or Vice-Chair of Governors only. If the trip is a new trip overseas, it will need to be approved by the FGB. Once approved by the Outdoor Education Advisor (Borough), it can then be forwarded by the EVA to the Governance Professional to the Chair or Vice-Chair to be included on the Agenda for the Full Governing Body consideration and approval at the next meeting. The Full Governing Body usually meets four times a year: late September/early October, January, May and July. Since any activity requires AFC approval **before** the Governors consider it, **it is essential to allow sufficient time for all steps in the process.** (Supervision ratios (clarify by Year Group) vary, usually between 1:10 (overseas) and 1:20, with at least 2 Leaders. Consult EVC for further guidance)
- At the same time as submitting the OA1 form the Trip Leader must complete the Excel version of the Finance Offsite Activity Form which is self-calculating and available on the Staff Shared Area. This is necessary to make sure that the trip is going to be financially viable. All trips will request payment via the sQuid system so please talk to the Finance Office when completing the form.

The Finance Office must have verified that the trip is financially viable before being submitted for approval by the Full Governing Body.

- Complete the Internal Purchase Order Forms to book the activity, venue, transport etc. making sure that they are signed off by the Trip Leader and given to the Finance Office. When contacting companies requesting quotes, please state clearly that the booking will only be confirmed when they have received an official School Purchase Order Number generated by the Finance Office.
- Create a letter to be sent home to parents and carers – Heads of Department have examples of wording. All letters must be checked by the Finance Office and then sent by Finance to the Headteacher's P.A. before being sent home to parents. The letter must include details of the activity, venue, supervision arrangements and transport. If the trip is outside of the UK do not forget to include passport and **GHIC** arrangements. The Trip Leader must inform the Finance Office as to when the trip letter is being sent home so that the trip can be created within sQuid with the correct payment details.

- Consult and follow the school Minibus Policy if one is to be used. A copy can be found on the Staff Shared Area.
- When the deadline for payment on sQuid has passed, the Trip Leader must ask the Finance Office to provide a list of students who have paid for the trip. It is the Trip Leader's responsibility to make sure that the trip is financially viable.

12 weeks before:

- Submit completed Form OA2 electronically by emailing the EVA and cc. the EVC so that it can then be sent to the Outdoor Education Advisor care of paul.bowen@achievingforchildren.org.uk at the Borough, at least 12 weeks in advance for all 'residential' trips.

At least one week before:

- Submit completed Forms OA3 and OA5 electronically by emailing the EVA and cc. the EVC so that it can be sent to the Outdoor Education Advisor at least 7 days in advance of the departure day, along with a copy to the outdoor.education.visits@achievingforchildren.org.uk

Email a list of the students taking part to the EVA and share with Teaching Staff via Staff Bulletin – including the relevant Form Tutors & the Attendance Officer.

- Give the two Leadership Team Emergency contacts a copy of the Offsite Activities Form (OA1) and a list of the staff and students going on the trip (OA5: Record of Participants) which has an emergency contact number for each participant.

On the day of the activity:

- Collect a First Aid box from Reception, containing an Accident Report Form.
- Inform the Attendance Officer/Reception of any absences or changes for all the participants.
- Confirm emergency contact arrangements with Reception and make sure that they have the Trip Leader's mobile telephone number.
- **Check ALL participants with medical conditions have their medication and/or medical device with them. Pupils without their own medication DO NOT GO ON TRIP.**

Take with you:

- A list of those taking part for each Group Leader.
- *OA4 (Medical Form) for all participants.
- First aid box
- Risk Assessments.
- Contact details for next of kin for all participants.
- If abroad, the *Insurance Company name, policy number and telephone numbers.

***MUST be carried by Trip Leaders and All Staff on the activity.**

After the activity:

- **Any OA4 Forms must be returned to the Front Office.**
- If appropriate, forward any completed accident report forms to the EVA.

Reminder of the responsibility of the Group Leader.

- **To be responsible for the safe planning and execution of the visit.**
- **Be conversant with good practice in planned activities including those they will not be instructing.**
- **Have regard for the Health & Safety of staff and pupils at all times.**
- **Determine the level of First Aid that may be required and to nominate a teacher or other adult to have that responsibility.**
- **Ensure that any medications or medical devices required are with pupils on the day of departure.**
- **Assess the initial and on-going suitability of activities planned for the group.**
- **Ensure that the school and AFC Policies and guidance are followed.**
- **The consumption of alcohol by students, including those over 18, is not allowed under the terms of the insurance policy. Members of staff may only drink alcohol when they are 'off-duty' and others are designated 'on-duty'.**

Appendix 5

OA3 Activity Summary

Name of school or centre:

Name and address of site to be visited;

Post code.

Telephone number of site:



Travel Dates: Outward:
Return:

List all Hazardous Activities Planned:

Staffing details with relevant qualifications and if minibus driver approval:

Actual numbers attending:

Participants male female age range

Staff:

If any staff are taking their own children, list staff name and name and age of child

For all activities that are: residential; last more than 24 hours; are taking place outside of the U.K.; in Northern Ireland; includes a journey by sea or air, this form must be emailed to the Outdoor Education and Visits Advisor **at least 1 week in advance**. It must be accompanied by an OA5.

In an emergency contact or out-of-office hours, RBWM Emergency Centre on 01753 853517 stating it is an emergency and you wish to speak to the Officer on duty in the relevant Directorate.

IMPORTANT Emergency Contact Person for Trip. Name/Address/Post Code/Tel. No.

Declaration: I confirm that all staff understand and agree to comply with relevant sections of Outdoor Education and Visits Policy.

Date:

Trip Leader name:

A copy to be emailed to the Outdoor Education Advisor schools to:

Paul.bowen@achievingforchildren.org.uk

GOVERNOR APPROVAL FOR OFFSITE ACTIVITIES



