



# King's Academy Ringmer "in pursuit of excellence"

## Offsite Activities and Educational Visits Policy

**Date:** agreed at FG on 22 February 2022, reviewed July 2023

**Review Due:** July 2024

**To be reviewed once a year, and in response to legislative change and lessons identified from incidents and near misses, as appropriate.**

### Contents

Introduction .....	4
1. Roles – specific requirements and recommendations.....	5
1.1 King's Academy Ringmer Role .....	5
1.2 Assessment of Leader and Assistant Leader Competence .....	5
1.3 Monitoring .....	6
2. Using the Offsite Approval Service .....	6
3. Exeant Offsite Approvals Software .....	6
4. Risk Management .....	7
4.1 Effective Supervision .....	7
4.2 Vetting and DBS.....	8
5. Inclusion.....	8
6. Charging for Visits.....	8
7. Insurance .....	8
7.1 School Journey Insurance.....	8
7.2 Public Liability Insurance .....	9
8. Adventure Activities Licensing Regulations .....	9
9. Planning a Visit .....	9
9.1 Pre-visits and Choosing a Provider .....	9
9.2 Overseas Visits.....	10
9.3 Planning the Visit.....	11
9.4 Consent .....	12
9.5 Retention Schedule.....	13
9.6 Evaluation and Value of Offsite Activities and Educational Visits .....	13

10. Critical Incident Support and Emergency Planning .....	13
10.1 Emergency Contact .....	13
10.2 Reporting accidents .....	14
11 Transport.....	14
12 Training .....	14
13 Useful Contacts .....	14

## Introduction

King's Academy Ringmer fully recognises the educational and self-developmental benefits of offsite activities and educational visits for young people. King's Academy Ringmer encourages exploration of the wide range of opportunities available for learning outside the classroom, supported by a policy that clearly identifies what is needed to plan for and deliver a successful trip, whilst keeping bureaucracy to a minimum.

The target audience for this policy is King's Academy Ringmer staff undertaking offsite visits. Key personnel include the Visit Leader, the establishment or function Educational Visit Coordinator, the Principal, and designated governors where applicable.

The owner of this policy is the Governing Body. The policy administrator is the Principal. Contact details for relevant officers within the school are at section 13 below.

This policy is an update of the ESCC Offsite Activities and Educational Visits Policy 2020. The policy has been reviewed and updated based on revised guidance from the Outdoor Education Advisors Panel (OEAP), [DfE Health and safety on educational visits 2018](#) and changes from ESCC. Where there is an apparent conflict between the establishment policy, National Guidance and the Employer Policy, it is the Employer Policy that must be followed.

The National Guidance has been endorsed by a number of key national organisations (including the National Union of Teachers, the Association for All School Leaders, ASPECT (the union for professionals), the Council for Learning Outside the Classroom, the Health and Safety Executive (HSE) and the Independent Outdoor Group) and is being adopted by an increasing number of establishments. The guidance is also fully compatible with the Offsite Approvals software solution, Exeant, which was introduced in January 2013.

By continuing to adopt National Guidance, the council can give full assurance that the health and safety of students and young people undertaking outdoor activities will be managed effectively and consistently and that, in conjunction with the expertise of the Offsite Education Advisor and the intuitive Offsite Approvals software, a high level of support is available for the users of the system.

**This policy is formally reviewed once a year, and in response to legislative change and lessons identified from incidents and near misses, as appropriate.**

## 1. Roles – specific requirements and recommendations

### 1.1 King's Academy Ringmer Role

As an employer and service provider for offsite activities and educational visits, King's Academy Ringmer has a responsibility identified in the National Guidance under **1c Status, Remit and Rationale** and **3.1a Requirements and recommendations for employers**. In summary King's Academy Ringmer will provide:

- **Appropriate Guidance** - National Guidance (<http://oeapng.info/>) and this policy document
- **Training Courses** to support the guidance to ensure it is understood – (see section 'Training Courses')
- **A suitable system to approve Residential, Adventurous Activities / Environments, Overseas Visits and for the notification of visits outside of 'Sussex'** – using the Exeant approvals software system: (<https://eastsussex.exeant.co.uk/>)
- **Access to advice, support and key updates** – Any National Guidance updates and reviews are highlighted in the 'Updated document' section of the website. ESCC updates and information will be published under the documents section on the Exeant website, sent out via Exeant messenger to all EVC'.

OEAP National Guidance sets out clear and detailed roles, responsibilities and functions that specifically relate to most Children's Services establishments. Ensure you refer to the individual OEAP documents listed below to check you meet the requirements for specific roles and understand the responsibilities those roles hold:

1. Member of Board of Governors / Managing Body 3.4f
2. Principal 3.4g
3. Manager of an establishment other than a school 3.4g
4. Educational Visits Coordinator (EVC) must have EVC training, updated every 3 years and meet the OEAP requirements as set out in **section 3.4j**
5. Visit or Activity Leader 3.4k
6. Assistant Visit Leader 3.4l
7. Volunteer Adult Helper 3.4m
8. Those in position of Parental Authority 3.4n

### 1.2 Assessment of Leader and Assistant Leader Competence

There is clear advice regarding the assessment of leader competence, which is reinforced through EVC training and Visit Leader training. King's Academy Ringmer has an expectation that Visit Leaders are deemed competent to undertake the responsibilities of the role and that there is an Assistant Leader who is deemed competent to take responsibility if the Visit Leader is unable to do so. They should be able to demonstrate the ability to operate to the current standards and recognised good practice for that role. All staff and helpers must be competent to carry out their defined roles and responsibilities. It is a requirement that Early Careers Teachers should not be Visit Leaders during their first teaching year unless the Principal deems them to have the relevant experience and competency. Careful consideration of competence issues must be undertaken in respect of newly appointed staff.

The OEAP National Guidance sets a clear standard to which school leaders **must** work. The guidance states that a competent Visit Leader requires:

- knowledge and understanding of their employer's guidance, supported by establishment-led training (e.g. EVC training, Visit Leader training - theory and practical)
- knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment and have appropriate experience
- knowledge and understanding of the group, the staff, the activity and the venue

- the capacity to react effectively and efficiently when things do not go as planned during a visit
- a formally accredited qualification when relevant (in some circumstances e.g. first aid, NGB).

Refer to '**3.2d Approval of Leaders**' National Guidance and '**4.3a Good Practice Basics**'.

### 1.3 Monitoring

King's Academy Ringmer will sample monitoring offsite activities and educational visits, monitoring the policy for offsite visits; monitoring the role of the EVC, Principal / manager, governors and Visit Leader; monitoring procedures for approving visits; sample monitoring of practice on visits through observations by EVC/Principal and monitoring of post visit evaluations and reviews.

Refer to OEAP '**3.2b Monitoring**'.

## 2. Using the Offsite Approval Service

We use the East Sussex County Council Exeant service for all of our school visits. As a school we also have in place an identified Educational Visits Co-ordinator who meets the requirements identified in section **3.1b Requirements for Establishment** of the National Guidance. The EVC must be formally trained and receive update training every 3 years.

It is important that the documents highlighted as **essential reading** on the National Guidance website are read along with documents that are relevant to your role and fall under the '**Legal Framework and Employer System**' as these set out the legal expectations section.

As an academy we purchase into the ESCC offsite approval service called Exeant: We are advised to submit all overseas, residential and visits involving adventure activities / environments through Exeant (see section 3) so that the OEA can provide us with advice and guidance in line with the OEAP National Guidance **4 weeks in advance**. If any visits in these categories are not submitted on the system or within the deadline, the OEA is unable to provide the establishment with advice. It is also recommended that we submit all visits that take place outside of Sussex for notification purposes prior to the departure date. Exeant can be used for all visits.

## 3. Exeant Offsite Approvals Software

This is the web-based system for recording and approving offsite visits. Exeant links to National Guidance and includes hyperlinks to relevant documents to assist in the completion of the online form.

The system will:

- notify the **EVC** and **Principal** of intended visits, allow them to make comments and approve or decline a visit application
- inform the **Offsite Education Advisor** where ESCC approval/advice is required,
- allow **Schools Governors** to have 'read only' access so that they can receive an overview of which visits are taking place.

For each establishment there must be a registered, qualified EVC and a Principal/manager who will be responsible for checking and internally approving/rejecting visits.

Establishment staff responsible for leading visits will need to register and are responsible for submitting visit details onto Exeant, ensuring they upload:

- Relevant risk assessments (e.g. Down Time if residential)
- A copy of the letter to parents
- A completed **provider questionnaire** for centres providing adventure activities or tour operators that do not have a Learning Outside the Classroom (LOtC) Quality Badge

Other documents you may wish to upload could include: expedition route-cards (DofE), trip itinerary, finance records (for establishment use), register.

The EVC and Principal/manager have a responsibility for ensuring staff changes are managed on the system; staff who leave should have their accounts terminated. If the EVC or Principal is leaving, contact the OEA at ESCC to inform them and ensure there is an adequate replacement. Equally, the OEA should also be informed if the EVC or Principal is off for a prolonged period of time.

**Visits that require ESCC approval cannot take place until approval has been granted as this could jeopardise the insurance cover in place. It is recommended that Academies follow the advice of the OEA, however ultimately the decision is that of the Principal.**

## 4. Risk Management

King's Academy Ringmer has a legal duty to ensure that risks are managed and reduced to an acceptable level. This requires proportional risk management systems to be in place. The Risk Assessment template is under 'documents' on Exeant. This can be adopted and adapted to make the process easier and more consistent. ESCC does not have a requirement for risk assessments or a risk benefit analysis to be produced in a particular format, as long as they comply with the **Health and Safety Executive 5 steps to Risk Assessment** model. The Visit Leader must complete and sign the risk benefit analysis/ risk assessment; these signatures can be electronic. The EVC and when required the Principal should check the risk assessment as part of the approval process.

An important aspect of a risk awareness approach is to take into account the benefits to be gained from participating in a particular activity and weigh them against the risks. This would mean any residual risk (i.e. risk remaining after control measures) is 'acceptable'. The HSE endorses this approach and also acknowledges the importance of young people being educated in risk management and taking responsibility for the outcomes of their own actions.

- HSE five steps to risk assessment - [click here](#)
- ESCC risk assessment template – [click here](#)

### 4.1 Effective Supervision

There are no legally set ratios to abide by in respect of staff to pupil ratios for offsite visits. It is important to consider:

- Staff – experience, competencies, rapport with children, skills, qualification
- Activity – skill level, duration, equipment, prior experience
- Group – Age, gender, ability, behaviour, SEND, maturity, medical needs
- Environment – remote setting, easily accessible, crowds, time of year
- Distance from base – transport arrangements, driver hours, time for support to arrive

The following are suggested starting points.

- Year 7 + 1:15/20 we aim to follow the 1:10/15 ratio for all visits

It is important to remember that an effective ratio for one group may not be effective for another group completing the same visit.

King's Academy Ringmer requires all visits to have **one** identified Visit Leader and an Assistant Leader, both

of whom should meet the requirements specified by the OEAP National Guidance for these roles. Only in exceptional circumstances, whereby the risk assessment deems it appropriate, can a visit take place with one member of staff (e.g. a park next to the school).

- **'4.3b Ratios and Effective Supervision' and '4.2a Group Management and Supervision'.**

## 4.2 Vetting and DBS

Individuals who engage in regulated activity with young people or vulnerable adults should undergo an enhanced DBS check, with barred list check. Where the visit involves a residential an enhanced DBS and barred list check is required.

However, it must be understood clearly that a DBS check (or other vetting and barring procedure) on its own is not a guarantee of the suitability of an adult to work with any given group of young or vulnerable people.

Refer to OEAP National Guidance **'3.2g Vetting and DBS Checks'** for further information and examples of when an adult may require a DBS check.

## 5. Inclusion

The Equality Act 2010 states that the responsible body of a school must not discriminate, harass or victimise a student to whom one of the protected characteristics applies (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation) in the way that it affords (or not) the student access to a benefit, facility or service. There is a duty to make reasonable adjustments.

Every effort must, therefore, be made to ensure that offsite activities and educational visits are available and accessible to all; reasonable and practicable measures should be made to include all young people. The principles of inclusion should be clearly reflected in the establishment's policy. Visit leaders should consider the need of the group at the earliest point when planning a visit, so they can ensure the needs of the young people are met. The reasonable adjustments template can help record and identify feasible adjustments. Please contact the OEA at the earliest point if you have any queries relating to inclusion.

Refer to OEAP National Guidance **'3.2e Inclusion'**. **Special educational needs and disabilities 4.4.i** [Reasonable Adjustments Template Emotional wellbeing and mental health guidance](#) [Health and Safety materials on medication and first aid](#)  
Further support can be found [Equality and Human Rights Commission](#).

## 6. Charging for Visits

There is a legal framework relating to charging for visits, voluntary contributions and remissions that Principals/Managers, curriculum planners, EVC's and Visit Leaders must take account of. These are set out in the Education Act 1996 sections 449-462.

## 7. Insurance

### 7.1 School Journey Insurance

School journey insurance is only mandatory for visits that involve residential, overseas or adventure activities. It may, however, be desirable to have school journey insurance in place for all offsite visits, to provide cover for the loss of personal items or cancellation fees.

The visit leader take a copy of the [Insurance certificate](#) with them on all overseas visits

As an academy we purchase ~~their~~ our own insurance via the government RPA Insurance Provider. It is important to ensure that the Visit Leader, EVC, Principal or Manager are aware of any exemption the

insurance policy has as this may restrict some visits/activities from taking place and which elements of recovery and repatriation are covered.

If you are planning to participate in an unusual adventure activity, please inform the OEA as soon as possible so that the appropriate checks can be carried out with regards to insurance cover.

Refer to OEAP National Guidance '**4.4c Insurance**'

## **7.2 Public Liability Insurance**

When a service provider is coming into a school the provider must have £10m liability cover. This can be achieved through either taking that level of insurance outright or by the provider taking £5m and then topping up with a further £5m via ESCC contractors top up insurance. Anyone with less than £5m of their own insurance cannot provide services within schools.

The requirement for £10 million public liability exists for offsite visits and suppliers providing specialist services. Offsite visits to public services and places where the risk assessment perceives the risk to be low may have lower public liability insurance which would still be acceptable.

It is a requirement for providers of adventurous activities and tour operators to hold **£10million public liability**.

## **8. Adventure Activities Licensing Regulations**

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

The Adventure Activities Licensing regulation is the direct responsibility of HSE and operates through the Adventure Activities Licensing Service (AALS). AALA license is an assurance of safety. It does not accredit educational or activity quality.

The activities covered by the scheme are caving, climbing, trekking and water sports. The regulations and supporting inspection regime provide a formal process of professional inspection to accredit that providers have effective safety management systems and processes, meeting a national standard. Anyone who provides facilities for 'in scope' adventure activities to young people under the age of 18 in return for payment must have a licence and abide by its conditions.

The definitive source of advice on the Licensing Regulations can be found in the HSE publication '[Guidance to the Licensing Authority Activity Licensing Regulations 1996](#)',

Refer to OEAP National Guidance '**3.2f AALA Licensing**'.

## **9. Planning a Visit**

### **9.1 Pre-visits and Choosing a Provider**

King's Academy Ringmer recommends pre-visits wherever reasonably practicable, particularly to unfamiliar sites, as a vital dimension of risk management. Pre-visits enable the Visit Leader to assess the provider to see if they have suitable venue, facilities and programme. It also allows the Visit Leader to familiarise themselves with the environment, noting hazards, location of facilities and assess the requirements for effective supervision. The cost of a pre-visit can be incorporated into the total cost of the visit.

There are national accreditation and provider assurance schemes that the OEAP acknowledges and recommends as a sign of quality assurance.



King's Academy Ringmer recognises the LOTC Quality Badge as a benchmark for assurance of safety and quality. Details of the LOTC quality badge and the database of providers can be accessed via [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

King's Academy Ringmer requires providers of adventurous activities and tour operators to hold the LOTC quality badge and to have £10million public liability; no further assurance is required. However, it is important to check that the provider's ethos matches your expectations and whether the provision meets the needs of the group. Clarification on supervision and 'down time' arrangements should be obtained.

If a provider does not hold a LOTC Quality Badge, then it is a requirement for an OEAP National Guidance **'Provider Statement' 8q** to be completed and uploaded as part of the approval process.

### **Contracts**

When booking a provider, it may involve entering into a contract, it is important that any contractual agreement is between the provider and King's Academy Ringmer, it should NOT be directly between the provider and the parents/participant.

Before entering a contract, you should ensure you are fully aware of and understand the terms in particular; cancellation terms; acknowledgement of risks or waivers; general terms and conditions.

### **Waivers**

When booking with a provider they should make it clear at the time of booking that there is a waiver, risk acknowledgment statement in place. It is bad practice for a waiver to be presented at a late stage such as on arrival. Waivers should not attempt to limit liability for death or personal injury resulting from negligence as this is illegal under The Unfair Contract Terms Act 1977 and therefore should not be signed.

King's Academy Ringmer will check if the provider expects a waiver to be signed prior to making a booking; ask for a copy of the waiver and send to the OEA who will consult our insurance team.

King's Academy Ringmer recommends that for non-adventurous activities the LOTC Quality Badge is still used for quality assurance, and where the provider does not hold the LOTC Quality Badge the provider statement is completed.

Refer to OEAP National Guidance **'4.4.g Pre-visiting an adventure activity provider mind map, 4.4.h using external providers and facilities, Provider statement 8q**

## **9.2 Overseas Visits**

When planning an overseas visit, before booking with a provider or tour operator, consideration must be given to the geopolitical risks associated with the destination(s). In some circumstances it will be necessary for the visit leader and EVC to complete a threat assessment (appendix 1). Information from the Foreign & Commonwealth Office (FCO) website will be sought when completing the assessment as will information from the proposed tour operator and an in- country source where possible.

The threat assessment should identify the significant geopolitical risks, including civil disturbance and also highlight and address any issues focusing upon inclusivity issues such as attitudes and laws towards LGBTQ+ students and staff. **This needs to be completed before booking with a provider.**

Where a threat assessment is required, the results should be discussed with the OEA and EVC. In some circumstance a meeting will be required to discuss the proposed plans for the visit including the requirements and expectations of the provider. This meeting will take place **at least 6 months in advance.**

Parental consent needs to acknowledge that they have been fully informed of the visit arrangements, including the planned activities, accommodation type, travel arrangements and the risks involved in all aspects of the

visit. Parents should also be made aware of the emergency medical facilities available to the group throughout the visit.

Once a visit has been completed the visit leader/EVC will need to feedback to the OEA to highlight, successes, key learning points and near misses. This meeting will take place **within two weeks of returning**.

In situations where King's Academy Ringmer wishes to proceed with a visit despite a significant and likely threat to the group, which are not balanced by the benefits, or where the benefits could be achieved through an alternative destination the OEA will provide advice and guidance and suggest that the Academy Trust Management Board make the final decision. It is important to note that in this situation it is unlikely, that if requested, the Offsite Response Team (in the case of East Sussex academies) would provide on ground support in the event of an emergency.

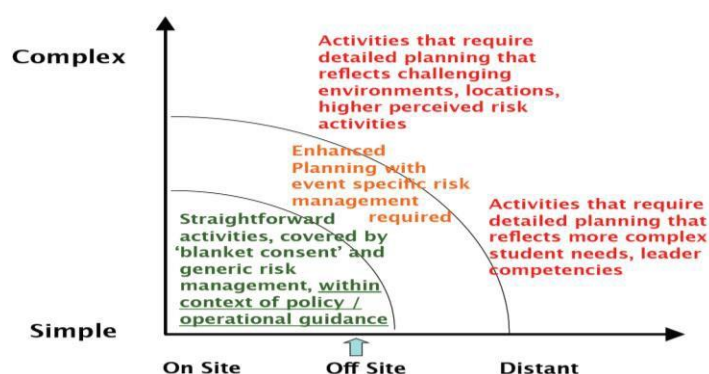
### 9.3 Planning the Visit

Planning an offsite activity or educational visit should reflect the consideration of legal and good practice requirements set out by the OEAP within the National Guidance and this Policy document. The following areas need to be addressed as part of the planning process/key requirements/actions:

- The setting of clear learning outcomes, aims and benefits for visits; this helps identify what the visit programme may look like and will help review and evaluate the visit.
- Complete a threat assessment (appendix 1) if required, Discuss the results and proposed plans with the OEA at least 6 months in advance. If you are unsure if a threat assessment is required, please consult the OEA.
- All staff (including adult volunteer helpers) and the young people should be involved in, and have knowledge of, the risk management process, including their roles and responsibilities.
- Access to first aid is considered and accessible, which is appropriate to the age of the children and their needs and relevant to the environment the group will be in. Please refer to [ESCC First Aid Policy and the First Aid and School Trips FAQ](#)
- The administration of medicines (prescribed and non-prescription) is planned for, with the relevant training for staff and consideration of the legal requirements for taking medication overseas.
- Those in a position of parental authority have been fully informed of the visit programme, and where appropriate formal consent obtained.
- Proportionate assurances have been obtained from any provider via the LOtC Quality Badge, or a satisfactory OEAP Provider Statement form.
- Designated 24/7 emergency contact identified for the duration of the visit. All details of the visit are accessible to the emergency contact.

Refer to OEAP National Guidance '**5.2b Planning basics for outdoor learning, off site visits and learning outside the classroom, 5.2c Organising a residential visit mind map**'.

OEAP provides a number of check lists that should be referred to, in order to help plan for an offsite activity or educational visit. These can be found under 'checklists'. The radar below will help identify the level of planning required for activities and can be accessed via OEAP National Guidance '**9a The Radar**' introduction.



## 9.4 Consent

Consent forms have been used in the past to get updated information about medical issues, food allergies etc. Visits that are part of the curriculum and a normal part of a child's education which take place during the school day do not require parental consent; such as local environment and local community visits, the school should decide how best to inform the parents.

King's Academy Ringmer will ensure that parental consent is obtained via ParentPay the online payment platform for all offsite activities and educational visits. For all visits that require consent such as those that fall outside of school hours, or visits taking place further away from the school site. Parents/carers will be informed of the visit details.

Where an activity and visit falls within the adventurous, residential and overseas category, or where there is a third-party provider, King's Academy Ringmer will seek consent on each occasion, providing full details of the visit and activities, so that those in a position of parental responsibility can give informed consent. Information on charging and cancellation terms must also be communicated.

There is no requirement to carry consent forms on visits within the UK, however for visits outside of the UK please ensure consent forms are carried securely. Please refer to your establishment Data in Transit Policy.

## GDPR

- Ensure that the school consent form has the school logo on and explicitly states that the school is requesting this information. This will ensure it is clear that the school is the data controller.
- Ensure that you are asking for consent to process the information e.g. The medical and contact information provided will be used to ensure effective planning for the inclusion of your child within the visit. Therefore, it may be shared with travel companies or any other provider involved in the delivery of the visit.
- Parents need to be aware that if they do not allow this information to be shared it may mean that their child cannot be included within the visit. You have to ensure that all the fields of a privacy notice have been included or ensure a privacy notice is included. A good example can be found at <https://www.eastsussex.gov.uk/privacy/childrens-services/your-rights/>
- King's Academy Ringmer will check if consent has already been sought previously to take images of children, if so you may not need to include again on separate consent forms such as those for school visits..
- If the school uses systems to collect consent electronically, it is the school's responsibility to ensure they are GDPR compliant
- All personal data carried on a school visit should be done so securely and the school should refer to their establishment policy for Data in Transit.
- Consider who is carrying personal data on a school visit and ensure it is carried securely. At the end of the visit the visit leader should collect in any data that has been held by other staff or adults

and either retain or destroy appropriately.

## 9.5 Retention Schedule

A child can make a claim for an incident three years after they have reached the age of maturity, meaning until they are 21 years old. In the case of those with special educational needs, the age limit is 25 years. ESCC, therefore, requires visit details and consent to be retained until the youngest child on the visit reaches 25 years old. Exeant will store visit information electronically.

## 9.6 Evaluation and Value of Offsite Activities and Educational Visits

Ofsted has recognised and reported on the value of learning outside the classroom. However, Ofsted has noted that visits are rarely evaluated with sufficient rigour. Evaluating offsite activities and educational visits is paramount to ensuring that learning outcomes and visit aims are achieved, and the quality of the activity/provider is assessed. This informs the Visit Leader of future adjustments that may be required.

Where Overseas visits have taken place, which required the need for a threat assessment to be conducted, then feedback to the OEA must be completed within two weeks of returning.

Refer to OEAP National Guidance '**Rigorous Evaluation of LOtC: Meeting Ofsted Expectations 5.1c**

## 10. Critical Incident Support and Emergency Planning

A critical incident is defined as:

1. an incident in which any member of the group on an offsite activity or educational visit suffers a life-threatening injury or fatality, is at serious risk, or has gone missing for a significant and unacceptable amount of time
2. an incident in which the normal coping mechanisms are not sufficient.

ESCC has an Offsite Response Team to provide support to a group in crisis. This is for all maintained schools and youth services. Bought in East Sussex academies and free schools can access this service on a Pay as You Use basis. To contact ESCC, the following telephone numbers should be used:

**Normal office hours** 01273 481316      **Outside office hours** 01273 819179

These numbers should be carried by the Visit Leaders / EVC / Principal at all times during an offsite activity or educational visit but are only to be used in a genuine emergency. Do not give these numbers to young people or their parents or guardians.

Where an establishment has purchased the service but is situated outside East Sussex you should contact your own local authority. ESCC will provide advice and guidance but contact your own Local Authority for direct support.

Within your establishment's policy a clear Emergency Procedure needs to be set out in case of an incident whilst offsite, noting when and who should contact Children's Services. If your establishment is the employer then follow OEAP National Guidance recommendation for writing an establishment policy.

Refer to OEAP National Guidance 4.1b – 4.1n offsite visit emergency document

### 10.1 Emergency Contact

For every visit an emergency contact needs to be highlighted, and this person should be contactable 24/7 for the duration of the visit. They should have all relevant information of the visit, including contact numbers, medical information, an itinerary and full understanding of ESCC critical incident support system and the

establishment's emergency procedure. They should be an individual who can work well under pressure and in stressful situations.

## 10.2 Reporting accidents

The ESCC Health and Safety team has an online accident reporting system, which can be accessed via Czone or [services to schools website](#) . It is advised that a printed template is taken with the Visit Leader on any visit, so details can be written down whilst they are at the forefront of their minds. We have a system in place for handing over incidents/injuries to parents on return from a visit. As an academy we use the ESCC Health and Safety system, please refer to your own establishment policy for reporting incidents. If there are any significant incidents, near misses or violent incidents during offsite visits please inform the OEA by email as soon as possible.

## 11 Transport

Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in the activity, meaning that careful planning is required.

ESCC sets out clear requirements on using mini buses and private cars. These can be found under 'documents' on Exeant, along with template letters for using private cars. If buses or coaches are hired, this should be through a reputable company.

When using public transport, inform the company of the size of the group and the date on which you will be using the transport. Be respectful to members of the public and be aware of strikes, delays and cancellations.

Refer to OEAP National Guidance 'Transport: General Consideration 4.5a'.4.5d seat belts and child restraints, 4.5e hiring a coach

## 12 Training

We provide training courses for the following:

- Educational Visits Co-ordinator (OEAP Approved)
- Visit Leader Training (OEAP Approved)
- Outdoor Learning Cards (OEAP Approved)
- Governing body and management boards roles and responsibility for offsite visits
- Exeant and risk assessment training
- Crisis Management

These can be central course or organised as bespoke sessions through contacting the OEA.

## 13. Useful contacts

**Principal**

[Sian.williams@kingsacademies.uk](mailto:Sian.williams@kingsacademies.uk)

**EVC**

[Debbie.duckworth@kingsacademies.uk](mailto:Debbie.duckworth@kingsacademies.uk)

[James.coulthard@kingsacademies.uk](mailto:James.coulthard@kingsacademies.uk)

[Jamie.peacock@kingsacademies.uk](mailto:Jamie.peacock@kingsacademies.uk)

**Offsite Education Advisor**

[Leanne.bentley@eastsussex.gov.uk](mailto:Leanne.bentley@eastsussex.gov.uk)

01273 482522

<b>Kim Hicks (Health and Safety)</b>	<a href="mailto:kim.hicks@eastsussex.gov.uk">kim.hicks@eastsussex.gov.uk</a>	01273 481938
<b>Crisis Management</b>	<a href="mailto:julian.patmore@eastsussex.gov.uk">julian.patmore@eastsussex.gov.uk</a>	01273 482849