



**EXETER ROAD**  
*Thrive, Care, Succeed*

## **OFF SITE VISITS POLICY**

**Policy Date: November 2013**

**Version: March 2021**

**Adopted by the Governors of  
Teignmouth Community School  
on 11 March 2021**

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### Amendment Record

Version	Date	Amended By	Nature of Change	Date of Next Review
1	27.11.13	J Shircliff		
2	18.12.17	H Millward	Update policy wording	
3	04.12.18	R Weston	Review and update policy wording	
4	02.03.21	J O'Connell	Review and update. Formatting and amendment from previous Trust responsibility to Governing Body.	As required and no later than March 2023.

## 1. Scope

This policy covers all off-site visits and activities including PE fixtures organised through the school and for which the Governors and Principal are responsible.

**Teignmouth Community School, Exeter Road endorses the Devon County Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy” September 2020 (OEVOSA) as the basis for the school’s management of visits and off-site activities.**

Teignmouth Community School, Exeter Road (TCS ER) seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. We aim to be an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Principal, the party leader, members of staff and volunteers, students and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore compliments the Osprey Learning Trust’s Health, Safety and Wellbeing Policy and the school’s Safeguarding Policy.

**It is a priority of this school that all visits and off-site activities are safe.**

## 2 The responsibilities of the governing body:

- To monitor the application of this policy in operational practice through a termly meeting between the link and the EVC. The Link governor will report to the LGB. Where possible the Link Governor will visit or attend an outdoor activity to observe.
- To review the policy every 2 years.
- To amend the policy at such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities.
- To amend the policy if significant issues are brought to the attention of the governors.
- To review the policy after an incident.

## 3. The responsibilities of the Principal

The Principal will:

- Ensure all off-site visits and activities have specific and appropriate educational objectives.
- Approve all off-site visits and activities based on relevant Devon County Council guidance and school Health and Safety policy and recognised good practice.

- Ensure off-site visits and activities are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Check that the staffing ratio is suitable for each visit.
- Ensure that trip leaders have access to all relevant documentation to plan and risk assess the trip in accordance with the Devon County Council policy.
- Check that risks have been assessed, significant risks are recorded and any appropriate safety measures are in place.
- Will be responsible for approving all off-site visits and activities.
- Will ensure that all off-site visits and activities (except PE fixtures) are put on Evolve [www.devonvisits.org.uk](http://www.devonvisits.org.uk)
- Will ensure that all volunteers attending off-site visits and activities are DBS checked.
- Will monitor off-site visits and activities and provide a regular report to the Governors.
- Will ensure that a record of qualifications held by staff and volunteers involved in outdoor activities is kept up-to-date.
- Will ensure that emergency arrangements are in place and known to staff in line with the Devon County Council policy.
- Will ensure that any accidents and incidents that occur are reported and recorded in accordance with the school Health and Safety policy. Devon County Council will be informed and the school will review all reported cases.

In order to carry out the above responsibilities effectively the Principal may delegate specified tasks to the suitably competent Educational Visits Co-Ordinator (EVC).

#### **4. The responsibilities of the Educational Visits Co-Ordinator (EVC)**

The EVC will be responsible for carrying out tasks as agreed by the Principal and ensuring all relevant documentation is put on Evolve to be authorised by the Principal and the Local Authority, if required, and attending all relevant training provided by Devon County Council.

#### **5. The responsibilities of the Off-Site Visit and Activity Leader including PE Fixtures**

The Leader will:

- Have overall responsibility for the supervision and conduct of the off-site visit or activity.
- Obtain approval from the Principal before any off-site visit or activity takes place including approval where staff members are related to each other or a student.

- Follow policy and procedures of the school and Devon County Council. Assess all risks involved and record on the appropriate Standard Operating Procedures (SOP).
- Ensure that a current Provider Questionnaire (SOE5) is held on Evolve or ensure that one is completed where a commercial, charitable or private company is used for all adventurous or residential visit and activity.
- Inform parents/carers fully about the off-site visit or activity and obtain their consent and emergency contact details with a completed Parental Consent form (SOE3).
- Ensure there is a contingency plan should a significant change to the programme be necessary due to adverse weather etc.
- Brief all supervising staff, volunteers and students in roles, responsibilities and expectations.

#### **6. The responsibilities of additional staff/volunteers including PE Fixtures**

- Assist the leader to ensure the health, safety and welfare of others on the off-site visit or activity.
- Be clear about their roles and responsibilities whilst taking part in the off-site visit or activity.

#### **7. The responsibilities of students**

All responsibilities and expectation of students on off-site visits and activities should be made clear by the Leader or any other member of staff/volunteer and should:

- Avoid unnecessary risks.
- Follow instructions given by the Leader and/or staff member.
- Behave sensibly and keeping to any agreed code of conduct.
- Inform a member of staff of any safety concern.

#### **8. The responsibilities of parents/carers**

Parents/carers have an important role in deciding whether any off-site visit or activity is suitable for their child. Subject to their agreement to the activity, the parent/carer should:

- Support the application of any agreed code of conduct.
- Inform the Leader about any relevant medical, psychological or physical condition.
- Provide an emergency contact number.
- Sign the consent form (SOE3).