



Braunton
Academy

Aspire & Achieve

Management of Outdoor Education, Visits and Off-Site Activities Policy

Key Document Details

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1. Introduction

- 1.1 Braunton Academy views educational visits as a vital part of student education and is dedicated to maximizing opportunities for participation in high-quality trips. The Academy is committed to taking all necessary steps to meet statutory requirements, recognised codes of practice, and government guidelines to ensure a safe and healthy environment during these visits. Braunton Academy believes that engaging in well-organised trips will enhance the development and wellbeing of students and staff, foster positive interactions, and improve overall school performance and ethos. Through effective leadership, the Academy will ensure that all staff understand their duty to take reasonable care to prevent injury to themselves and others, and to cooperate with Academy management to fulfil statutory duties and obligations.
- 1.2 This policy covers all off-site visits and activities organised through the Academy and for which the Governing Body and Principal are responsible. The Academy endorses the Devon County Council policy document "*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024*" (OEVOSA) as the basis for the Academy's policy for the management of visits and off-site activities.
- 1.3 The purpose of this policy is to explain how the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Braunton Academy.
- 1.4 This policy also complements and should be read in conjunction with the Academy's Health & Safety and Safeguarding Policies.

2. Responsibilities of the Principal

- 2.1 The Principal will:
 - ensure all visits and off-site activities have specific and appropriate educational objectives
 - have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
 - ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
 - ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
 - ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
 - provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
 - ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.
 - ensure that the board of trustees are routinely updated.

3. Responsibilities of the Educational Visits Co-ordinator

- 3.1 Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Jamie Frickleton, Assistant Vice Principal – Inclusion.

3.2.1 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA). The EVC should have practical experience in leading and managing the range of visits typically run by the school. Where this is not the case (e.g. the EVC is an administrator) the Principal must reasonably limit the extent to which the function of the EVC is delegated and reduce this list to administrative tasks accordingly. These functions would then be retained by the Principal and moved to paragraph 2 above]

3.3 The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the Academy specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
- to work with the Principal, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
- to manage and update the Evolve website, including updating staff lists and training records (Admin role)
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice, and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents/carers and to obtain their consent where necessary are in place
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

4.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, students and members of the public presented by the visit or activity in order to identify and implement any safety measures
- Liaise with the Designated Safeguarding Lead in advance of the visit
- carry out specific activities in accordance with the detail of OEVOSA
- use the Academy planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA

- brief all supervising staff, volunteers and students in roles, responsibilities, and expectations
- inform parents/carers about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- continually re-assess risks dynamically during the activity and make adjustments accordingly
- ensuring that the school's normal mobile phone policy is enforced during trips. For residential trips, all students must hand their phones over to the trip leader for safekeeping during the night.

5. Responsibilities of Additional Members of Staff

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including students on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

6. Responsibilities of Students

6.1 Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Students should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Always follow the Academy's behaviour and relationships policy
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

7. Responsibilities of Parents/Carers

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

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological, or physical condition relevant to the visit
- provide an emergency contact number
- provide consent in accordance with the requirements of OEVOSA.
- meet all payment deadlines

7.2 Parents and carers are expected to support the school in maintaining a safe and respectful environment during trips. In the event of a serious breach of the behaviour policy, parents or carers will be contacted and may be required to make arrangements for their child's immediate return home.

8. Risk Assessment

8.1 The Academy is committed to providing a wide variety of outdoor activities and visits design to challenge and develop students. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the

Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently four SOP documents for various categories of visit. These are:

- SOP Day Visits Using Transport
- SOP Day Visits Walking from Establishment
- SOP Overseas Visits
- SOP UK Residential Visits

- 8.2 These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Principal, EVC and other Senior Leaders and will be brought to the attention of anyone undertaking the role of Visit Leader.
- 8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP document.
- 8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.
- 8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.

9. Approval of Off-site Activities

- 9.1 The Principal/EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.
- 9.2 There are 3 categories of visit:
- Category A:*
Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
Non-adventurous residential visits i.e. cultural visits to towns/cities etc
- Category B:*
Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)
Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
Adventurous residential visits to outdoor centres
- Category C:*
Visits of all types outside the UK
- 9.3 In-line with the requirements of OEVOA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- 9.4 The policy of Braunton Academy is that Category A visits will be uploaded to the Evolve system to allow the EVC and Academy leaders to monitor the management of off-site visits.

10. Safeguarding

- 10.1 The safety and welfare of students is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the Academy's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- 10.2 Arrangements should be in place to enable contact with the Academy's Designated Safeguarding Officer outside normal Academy hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

11. Mobile Phones

- 11.1 The school's smartphone policy remains the same on all trips and residentials. On residentials students can have access to their non-smartphone during social times. However, 'family rules' apply overnight with all simple phones being handed to the staff member to keep overnight.

12. The Provision of Training and Information

- 12.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the Academy who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance via the Evolve system.
- 12.2 The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Principal/EVC, and records of qualifications will be uploaded to the Evolve system.

13. Action in the Case of Emergency

- 13.1 The Principal/EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 13.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 13.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.
- 13.4 All trip leaders will have the contact details of the Principal, Vice Principals and EVC in the event of an emergency.

14. Monitoring and Review

- 14.1 School leaders will monitor the application of this policy in operational practice by surveying all trip leaders following each trip.

14.2 This policy will be reviewed:

- Every two years
- After any significant changes to the management of outdoor education locally
- After any significant changes to the OEVOSA document
- After an incident.

15. Braunton Academy Linked Policies (Available on the Braunton Academy Website)

15.1 Behaviour and Relationships Policy

- [94e8e7_46bfb07b2b9c464585020c46dc95ed60.pdf](#)

15.2 Child Protection & Safeguarding

- [braunton.academy/_files/ugd/94e8e7_ee27c7a5ee4447809be8de496779b4b4.pdf](#)

15.3 Charging and Remissions Policy

- [Policy Link](#)

15.4 SEND

- [94e8e7_eb0d7316013d48d0b93b6b27f0623a37.pdf](#)

15.5 Health & Safety

- [94e8e7_83492a59db4d45b18dfd9f0d6c565ab9.pdf](#)

16. Staff Forms

16.1 SOPs

- [SOPs](#)

16.2 Planning checklist

- [PLANNING CHECKLIST TEMPLATE 2024-25.docx](#)

17. Submission of Visit Form Timescales

17.1 Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

17.2 For all trips that incur a charge, trip leaders must ensure that where possible, parents are given an appropriate length of time to pay for the cost of the trip. The recommendation is a minimum of 2 months' notice.

Category A Day Visits – 3 Weeks

Category A Residentials – 3 Weeks

Category B Adventurous Day visits – 3 weeks

Category B Adventurous Residential visits - 3 Months

Category C Overseas visits – 4 Months

17. Supporting Links From EVOLVE

- 17.1 EVOLVE User Guide
 - [document_download.asp](#)
- 17.2 Outdoor Education, Visits and Off-Site Activities Health and Safety Policy
 - [document_download.asp](#)
- 17.3 A guide for Visit Leaders, EVCs and Head Teachers
 - [document_download.asp](#)
- 17.4 Training for Ten Tors and D of E Type Activities
 - [PowerPoint Presentation](#)

Chair of Governors

Date

Principal

Date