

1. Introduction

West Sussex Alternative Provision College provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. All activities are planned in line with our school vision to re-engage, refocus and reintegrate our students.

The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

This document outlines the specific policies and procedures for West Sussex alternative provision college. It supplements and follows the advice and guidance contained within the following significant publications:

- ✦ WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018;
- ✦ OEAP National Guidance.
- ✦ Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- ✦ The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities

The Governing Body

The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All off-site visits must be approved by The Head Teacher using the evolve system. Adventurous activities require further approval from the LA. As a result, applications should be submitted a minimum of 10 working days prior to taking place, but ideally 20 working days.

The Executive Head teacher (Doug Thomas)

The Head Teacher satisfies himself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed, before signing the document as approved using the evolve system.

The Lead EVC (Alex Jones)

Supports The Executive Head Teacher in making decisions regarding proposed trips, ensuring that all safety policies and procedures are met. The Lead EVC ensures that all centre based EVCs are suitably trained and informed to carry out their role effectively.

Ensure regular contact with the LEA to ensure we are informed and adhering to any county wide updates.

The Centre Based Educational Visits Co-ordinator (EVC)

The EVC ensures that all LOTC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- ✦ Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities;
- ✦ Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- ✦ Have a clear understanding of contacts for an emergency situation-**Appendix D**
- ✦ Keep records and make reports of incidents, accidents and 'near misses';
- ✦ Review and regularly monitor policies and procedures;
- ✦ Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

See Section 4 for list of EVC's



The Visits Leader

The Visit Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOTC activities and visits. Significant hazards and their control measures will need to be recorded and attached to both the EVOLVE visit form (available on <http://www.westsussexvisits.org>) and WSAPC Risk Assessment ([available here](#)) form that ensure risks in respect of the activity and travel plans are managed.

This should include:

- ✦ Generic hazards including; travel plans, pedestrian access, First Aid, Staff Pupil Ratios, means of contact, access to records etc.
- ✦ Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, the competence of the staff team, the group and other factors such as transport, weather, Fear & Anxiety, Hygiene, Manual Handling, spillages, animal handling etc. (Please use templates supplied on sharepoint ([available here](#))).
- ✦ On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.
- ✦ The leader is also responsible for liaising with the Finance Manager, ensuring they are informed in a timely fashion to carry out the roles required of them.

The Finance Manager

Responsible for ensuring that Due Diligence checks are carried out on new suppliers and that records are filed and communicated as appropriate. Responsible for ensuring that all LOTC and Off-site visits are dealt with in accordance with the school's financial procedures and Regulations for Financing Schools.

Staff (Teachers and Support Staff)

Responsible for carrying out their duty of care to all young people and colleagues under the instruction from the Visits leader.

Participants (Pupils)

Pupils are encouraged to consider hazards involved in LOTC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.



3. Guidance Notes for LOTC Activities and Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

In order to plan LOTC activities and visits the centre EVC should be involved in discussing plans at an early stage. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved. A minimum lead time of 10 working days is applied to all LOTC and Off-Site Visits.

3.2 An EVOLVE Full Visit form **must** be completed for **all** offsite visits, and for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before becoming financially committed. These types of off-site visits also need the Governing Body's approval, provided by The Executive Head Teacher. School Journey Insurance is purchased for educational visits and evidence should be attached to the EVOLVE form.

Risk management forms should be completed and attached to the EVOLVE form for the activity and travel plan ([link available here](#)), learners behaviour Risk Assessment (Appendix B). External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

3.3 Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

A Purchase Order and New Supplier Request form should be submitted to the Finance Manager detailing all relevant information. The Purchase Order should be supported by the approved EVC application and Risk Assessment.

3.4 Once the visit is approved on the EVC and Financial Systems, Parental Consent and contact details must be recorded on Bromcom for the Emergency Contact and made available during the visit – Template letter **Appendix A**

3.5 The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOTC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.



3.6 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. In addition, an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value using the EVOLVE visit form within 28 days,

4. Centre Leads

Centre	Designated Person	Contact Details
Chair of Governors	Bob Smytherman	
Executive Headteacher	Doug Thomas	07506 548280
Lead EVC	Alex Jones	07889 414032
Centre EVC's		
Burgess Hill	James Walters	01444 232771
Crawley	Wayne Potbury	01293 883209
Lancing	Beth Wood	01903 958968
Littlehampton	Rob Love	01903 278210
Chichester	Maggie Hutchings	01903 278210
Chalkhill	Sue Daniel	01444 441805
Finance Manager	Suzy Johns	01444 231230

Appendix A – Letter to Parent and Additional Consent

Dear Parent or Carer

Re: LOTC / Visit name and date

This term, we are organising a school visit to **XXX** where pupils will take part in **XXX**. This trip is to enable **XXX** (insert outcomes and link to school Priorities)

Trip Information

XXX

Trip Cost (if relevant)

XXX

A contribution of £**XXX** is requested. This entirely a voluntary contribution in support of the financing the trip and payment made should be submitted to **XXX** by **XXX**

We would encourage you to revisit our behaviour expectations for pupils and talk them through with your child prior to the trip.

As part of our Admission process, consent was given for your child to take part in the core offer of our LOTC and Off-Site activities. As this trip falls outside of this core offer, we require additional consent for your child to participate. In order to help us keep our records up to date, please inform us of any changes to the emergency contact details for your child along with your child's personal or medical information using the slip below.

Travel

We will use school vehicles to transport your child(ren) to and from the activity. We will not provide booster seats, but should you wish for your child to have a booster seat please speak with xxxxxxxx and provide it on the day of the trip.

Please complete and return the slip below by **XXX**

Yours sincerely

XXX

I give permission for my son / daughter* (full name of child):

_____ to participate in the LOTC / Off
Site Visit activity detailed in this letter

Please provide any further information you feel is relevant to the above activities: _____



Emergency Contact: _____

I understand that I have the right to withdraw consent at any time by contacting
XXX

Parent/legal carer/guardian* to sign:

Print name: _____

Date: _____



Appendix B – Behaviour Risk Assessment for Off-Site Activities

Behaviour Risk Assessment for Off-site activities			
Activity: Date: Assessment completed by: Centre: Signed:			
Student name	Date of Birth	Off-Site Risks	Management Strategies
		<i>For Example.</i> <i>Threats of physical aggression</i> <i>Verbal aggression</i> <i>Bullying</i> <i>Smoking</i> <i>Drug and alcohol related incidents</i> <i>Absconding</i> <i>Dangerous behaviour</i> <i>Physical aggression towards students/ staff etc</i>	<i>For Example</i> <i>Reminder of consequences</i> <i>Tactical ignoring</i> <i>Allowing time to calm down</i> <i>Reflection at APC</i> <i>Safe space</i> <i>Trusted adult</i> <i>Team teach</i> <i>Briefing/ plenary etc</i>

Appendix C – Risk Assessments

Blank Risk Assessment template document – [click here](#)

Drivers Risk Assessment – [click here](#)

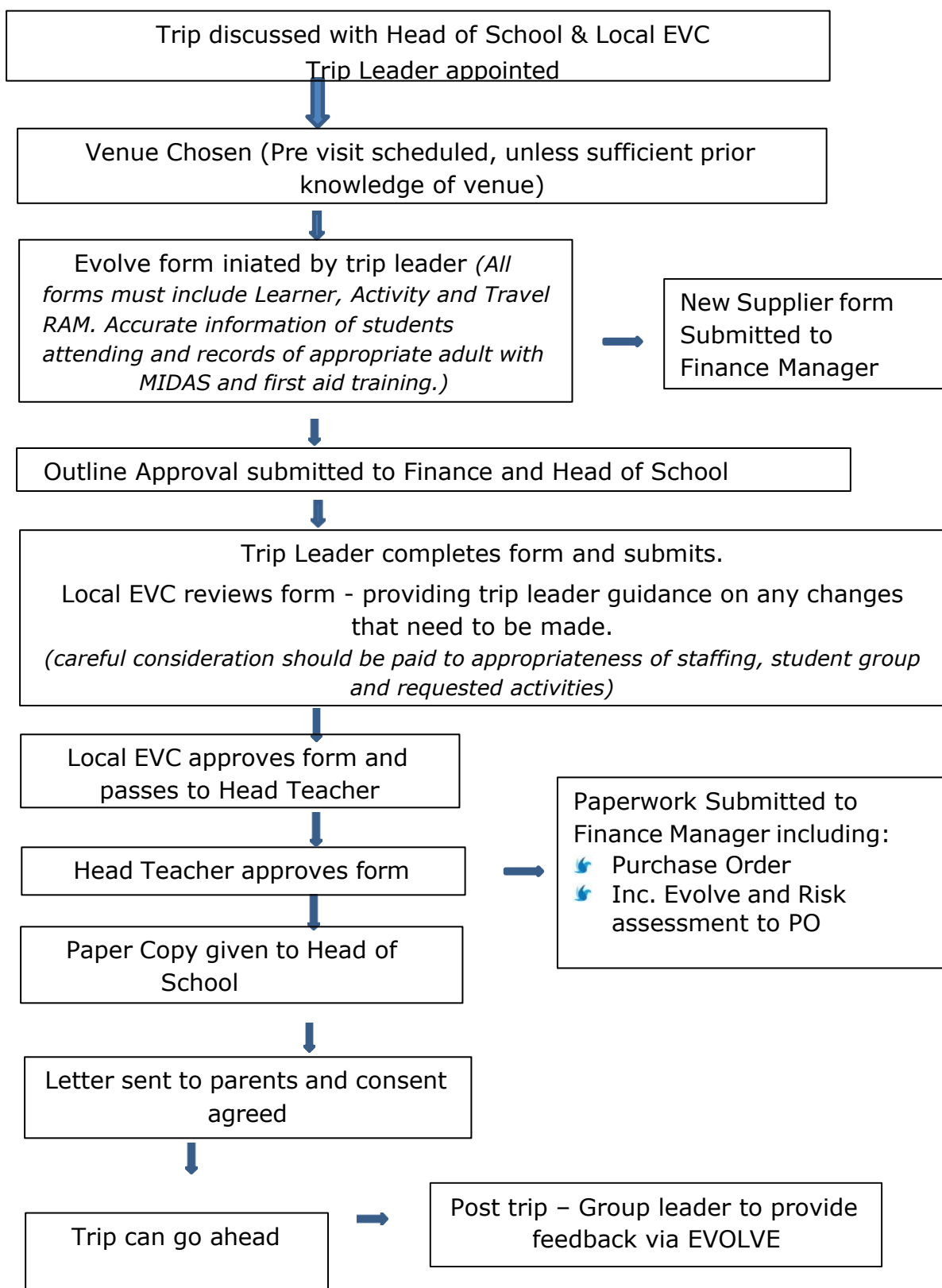
Appendix D Section 6: Activity Card for off-site Leader in Charge
(To be taken on visit with other information)

Emergency Contact Numbers Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved. Emergency services (including Mountain rescue) UK: 999  For support from WSCC: In hours (8am-6pm Mon-Fri) +44 (0) 1243 642104 Out of hours: +44 02031 622286	WSAPC Emergency Contact Numbers Give your name and telephone number, where you are calling from and details of what has happened and where, & details of those involved. Head of School - Other contacts: Alex Jones (EVC Lead) – 07889414032 Doug Thomas (Executive Head Teacher) - 07506548280
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Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from emotional distress.	

Next steps	Tick
Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents/carers and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	
The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: 01243 642104 Outside office hours call: 02031 622286	
Avoid speaking to the media – if necessary direct them to West Sussex County Council's communications staff. During office hours, call them on: 01243 642104 Outside office hours call: 02031 622286	
Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of social media – consider confiscation of devices).	
Make notes of what has happened, any phone calls made and your actions.	
Keep in contact with the emergency contact person (or head of establishment).	

Appendix E - Evolve Completion Flow Chart



Policy Created	March 2020
Adopted	March 2020
Policy Reviewed	December 2024
Next Review Date	December 2027