



Off site activities- Management Plan

This plan applies to all activities, which take place within the City of Plymouth and at venues up to two hours travel time by coach from the school site. With the addition of specific risk management commitments the content could be applied further afield.

Activities covered by this Management Plan may take place either during the school day or beyond, including evenings and/or weekends. Examples include fieldwork, theatre trips, rewards trips, challenge experiences and sporting events. Activities may take place either with or without external providers being responsible for coaching.

Approval

Approval by the College's Education Visits Coordinator (EVC) ensures that the plans including those to manage the risk are checked for their practicality. The time scale ensures that there is time to make any changes that are required.

This generic risk management plan is supported by specific measures for new and unusual circumstances.

The Principal has the final say if a student is permitted to attend a College trip/activity.

Responsible Leadership

A responsible party leader is identified for each activity. This person will be competent and suitably experienced in managing the group, staff support team and any external provider and is also able to act upon any implications arising from the activity's learning objectives.

The leader must ensure that:

- they have attended trip leaders training with the EVC and shadowed at least one trip. This will be documented by the Approved party leader form being signed and returned to the EVC.
- all staff (including the party leader) are aware of the appropriate documents in the Staff Responsibility folder in the Evolve folder on the S:drive [S:\EVOLVE - Trip Documents](#) and further more allocate responsibilities to the staff members on the trip relevant to their experience and for which they will have been briefed. The party leader gives consideration to any aspects of the proposed activity not covered by this generic plan.
- that all staff & students are familiar with the Code of Conduct for Students. See Appendix A – Code of Conduct for Students.
- that in the case of a residential activity, all staff, students & their parents/carers are familiar with the Code of Conduct for Residential Trips. See Appendix B – Code of Conduct for Residential Trips.

- all staff while on duty (including overnight residential activities) must adopt the same high standards of behaviour we expect during our normal day to day College practices. See Appendix C – Code of Conduct for Staff.
- a plan is in place for the activity to ensure a quality experience for the young people
- communications with parents are effective.
- the financial element of the activity is covered by closely monitoring spend against budget where necessary, all trips aim to be cost neutral.
- measures are in place to manage emergencies, accident, illness and medical implications
- negotiations take place with external providers and/or travel companies when appropriate to ensure that:
 - * Effective checks, (AALA, Learning outside the classroom quality badge) are carried out
 - * there is a clear contract bringing together all safety and quality commitments within an agreed set of objectives
 - * a coherent supervision plan to cover the entirety of the activity is in place
- contact is maintained with the identified member of the school's leadership team as appropriate
- the activity is evaluated with regard to complexity, cost and benefit
- the staff supporting the activity will include support staff as required, depending on the needs of the participants eg. Teaching assistants to assist/support students with special needs or as an outcome of the risk assessment. Volunteers can form part of the staff team provided they are suitably informed (through induction), are competent and have the necessary experience for any role they are expected to undertake. Such volunteers will need to be briefed about expectations, given safeguarding advice and be DBS cleared prior to departure.

Consent

The College's policy is to gain consent for any planned activities other than those within walking distance of the school. The Party Leader must ensure that consent forms are sent to parents/carers in good time and returned prior to the activity taking place. Any student who does not return their consent form at least two days prior to departure will be moved from the activity.

Activities taking place within walking distance of the school are classed as normal curriculum activities.

Accidents and Emergencies

The party leader is responsible for identifying who amongst the staff party is nominated as the 'appointed person'. This person must ensure there is access to a mobile phone and a first aid kit as a first response to any accident or emergency. The exceptions to this is where Leaders of Adventurous Activities (Category C) must hold a qualification as stated by the NGB. It is recommended that on residential activities at least one member of staff is first aid qualified. Regardless of the Category of activity, all members of the staff party must be aware of hygiene measures in place if applicable.

The 'appointed person' is required to assess the need for a competent first aider. The EVC will also consider this when approving risk assessments.

The party leader must identify and manage any students within the party who may have specific medical conditions (the four most common of these being diabetes, asthma, anaphylaxis or epilepsy) and specific additional requirements such as an intimate care plan or students with SEND.

In the event of an accident or emergency the party leader (or their nominee) should make the decision as to whether the emergency services should be alerted. The party leader is also responsible for communicating with the identified point of contact back at the College (refer to the Visit Leader Emergency Action Procedure [4 Visit Leader Emergency Action Procedure.docx](#) which can be found in the Visit Preparation folder - a copy should be taken on all trips).

Safeguarding

The party leader is responsible for briefing students on the expected level of behaviour and conduct whilst on any trip/activity to ensure the impression given to others of the College is a positive one. The party leader must also ensure students are briefed on how to stay safe, how to be self-aware and the procedures for raising any cause for concern. Reference should be made to the Student Code of Conduct form.

DBS checks are essential for all staff party members.

All staff party members are responsible for alerting the party leader if there are any concerns that supervision behaviour is contrary to guidance.

Occasionally the behaviour of an individual or group of students raises the level of risk. In such cases additional measures should be put into place to mitigate these. This may be health or emotional related – as a first step the party leader must check records held on SIMS and talk with specialist staff as appropriate. A risk assessment will need to be undertaken to ensure the level of risk is sufficient to enable the student to attend the trip/activity.

Personal Clothing and Equipment

The party leader is responsible for ensuring that students attending any activity are appropriately dressed and equipped. This includes:

- Hot weather – hat, sun screen, additional water, cover up clothing
- Cold weather – warm layers, spare clothing, hat, gloves, sock, waterproof outer layer
- Footwear should be suitable for the activity being undertaken

Venues

In the case of a using a new venue a preliminary visit should be carried out if this is feasible. An alternative to this is to contact the external provider to ascertain whether the necessary information is available via a website or electronically. In addition the party leader is able to contact Plymouth City Council's Outdoor Education Co-ordinator, contact the College's EVC for details. For all previously used venues details are given in Evolve including contact information.

For natural locations (e.g. Woodlands, beaches and lakes) all members of the staff party need to make themselves familiar with the location for planning safety and quality. This is especially the case for water quality and how levels react in different weather.

Urban

For activities that entail a walk between a number of urban locations a route will be planned and checked in advance. For the use of a public building it will be assumed that safety measures are in place. Leaders will need to ensure that they are familiar with fire exits and assembly points. This information is then included in the brief for other members of the staff party. Older children who have demonstrated a sufficient level of trust may operate safely in small groups without an adult, given boundaries, a code of conduct and time limits. When this is the case they will also need to have the same briefing as the adult supervisors.

Environmental factors

A specific code of conduct must be put into place regarding fieldwork which highlights the safe processes to use in conducting an investigation, including objects and circumstances that require caution or isolation.

Travel

Generic risk assessments are available in the [EVOLVE RA](#) folder on the S:drive for: coach, mini bus, taxi, ferry and train.

Supervision

The party leader is responsible for any decision making process relating to safety.

Staff to student ratios must be maintained when preparing for any activity. The ratio for Category A and B activities is 1:15 (overseas trips being 1:10). With regard to the categorisation of activities, see Appendix D.

Small groups operating in a defined area such as a large room theatre gallery workshop exhibition halls are given a location to come to for help, with additional staff monitoring the boundaries, compliance with the code of conduct and time limits for head counts must be adhered to.

Small group(s) progressing along an agreed route and using a map or plan to visit relevant sites should be supervised by the staff party either by following the group(s) or, alternatively, by waiting at key points to count them through. Small groups of responsible students even some younger children can operate with greater freedom or with a trusted guide or mentor who can be an older responsible young person.

Where appropriate the offsite emergency phone number should be given to students or in the case of remote areas radios.

Communication;

The party leader should ensure that they are able to contact the College by telephone during the normal school day. In addition they should ensure they have access to a nominated member of staff as an out of hours contact.

In the event of any emergency the party leader should make contact with the College link as a priority. This action will trigger the College to instigate its emergency procedures.

Appendix A – Code of Conduct for Students

To ensure a positive and productive experience it is important that the following points are shared and discussed with students by the party leader. To maintain the very positive image our students portray to other organisations and members of the public when taking part in visits/trips students should be reminded and adhere to the following:

- They must have excellent appearance (College uniform policy applies unless otherwise stated).
- That they are aware of the aim of the event and make a positive contribution with personal objectives.
- The need to behave in a way that brings credit to them their families and the College, respecting our values and also those values and cultures of any communities they visit (this includes listening to staff and other students, demonstrating kindness and consideration, and always using appropriate language).
- To contribute to their own enjoyment and safety, and that of the rest of their group as well as to anyone else who could be affected.
- To stay together in their designated groups at venues, in accommodation, outside or at waiting areas for transport or routine checks.
- Familiarise themselves with emergency procedures for journeys as well as for accommodation or other locations visited.
- No smoking, alcohol or sugary drinks.
- The need to dispose of litter properly.
- To express any concerns they have to the group leader as possible.
- To try and work for the benefit of themselves and their team/group, consider and pursue interest through questions. Seek help with any concerns when faced with unreasonable requests, demands or inducement.
- The agreed use of personal mobile phones in line with College policy.
- The need to let the party leader know of any special health measures or needs that have come to light recently and may not be on their consent form.
- The need to comply with all specific agreements over residential accommodation when staying away over night.
- To bear in mind that a serious breach of these conditions will likely mean their early return home, with the possibility that any additional costs for this being charged to parents/carers.

Appendix B – Code of Conduct for Residential Trips

Each student will:

- Carry with them, contact details of the visit leader & details of the group's accommodation, in case they are separated from the group.
- Show consideration for other guests, including observing any rules given by their hosts.
- Not leave the 'accommodation' without permission.
- Always return to the 'accommodation' at agreed times.
- Keep their 'rooms' clean & tidy.
- Not enter the 'rooms' or 'accommodation' of students of the opposite sex. Student's 'rooms' will be regularly checked.
- After lights out, remain in their own designated 'rooms', & go to sleep. Student's 'rooms' will be regularly checked.
- Not consume alcohol, tobacco or drugs (with the exception of prescription medication). Staff have the right to undertake random bag and 'room' searches should they have concerns with regard to this issue.

N.B. In a camping scenario, 'rooms' & 'accommodation' may refer to tents & designated toileting areas.

Parents should be aware of the following:

- If a student has to be repatriated or returned home for a breach of the Code of Conduct for Residential Visits, this will be at the parents' expense. In addition, a disciplinary sanction may be applied by the College. This decision will be at the discretion of the visit leader, in consultation with a member of the College's Senior Leadership Team.
- Parents are required to accept responsibility for any damage or costs incurred as a result of the inappropriate behaviour of their son/daughter, whether intentional or not. This would include any claims made by a third party against their son/daughter or the College, as a result of these actions, in the event that they are not covered by the visit insurance policy.
- Students must accept full responsibility for their personal possessions, including money. It is advised that students do not take valuable items on a College visit.

Appendix C – Code of Conduct for Staff

To ensure a positive and productive experience, it is important that all members of staff are aware of the following points and adhere to these during every College trip.

- Trip leaders must have completed all elements of trip preparation and have the trip approved before leaving the College site (these can be found in the folder on the S drive marked: EVOLVE\EVOLVE Trip Documents\Visit Preparation).
- In the case of residential trips the risk assessments should specifically address staff deployment and rooming / camp layout to minimise student misconduct. These along with the student code of conduct for residential visits should be presented to parents at an information evening.
- Trip leaders must brief all supporting staff on student's medical needs and relevant risk assessments including responsibilities and safety scenarios before leaving the College grounds. For residential activities a clear duty rota, where relevant, should be established.
- All members of staff must make sure they have been briefed by the trip leader prior to the trip taking place to ensure responsibilities, duties, contact / non-contact time and risk assessments / medical details / emergency procedures are clear. Staff must have the opportunity to discuss and resolve any questions / issues to their satisfaction.
- All staff must make the Business Manager or Principal aware of any medical reasons which may put themselves or others on the trip at risk.
- The College's policies and high expectations of staff remain in force for the entire duration of the trip. This includes but is not exclusive to :
 - No photographing students on personal devices or posting images to social media.
 - No alcohol, smoking* or illegal drugs are to be consumed at any time.
 - Staff must act as outstanding role models to students at all times and model good behaviour with regards to language, dress, manners and professional relationships with one another.
 - For international residential trips staff should familiarise and abide by the relevant laws of the countries they are travelling through.
- All staff must report any emergency or safeguarding concerns at the first available opportunity immediately to their trip leader and offsite contact or the Safeguarding officer. A written account must be submitted at the first available opportunity (also refer to document 4 in the visit preparation folder for emergency procedures).

*members of staff who feel they must smoke, must do so at an agreed time with the trip leader and out of sight of our students.

APPENDIX D - Categorisation of Visits & Activities

Category	Examples of programmes	Approval procedure
A	Day visits not involving adventurous activities Residential visits not involving adventurous activities <ul style="list-style-type: none"> This includes; visits, journeys, sporting and physical education activities and environmental studies for which the element of risk is similar to that encountered in daily life. Examples include farm visits, forest schools, visits to sites of historic, commercial or cultural interest, most fieldwork, leisure centre visits, ice skating, local walks, and journeys to the zoo or theatre. 	<ul style="list-style-type: none"> Approved by the head or delegated to EVC
A	Use of outdoor and residential centres managed by DCC, such as Haven Banks or LDP such as Pixies Holt and the Dartmoor Training Centre.	<ul style="list-style-type: none"> Approved by the head or delegated to EVC
A	Physical education and activities provided as part of PE lessons.	<ul style="list-style-type: none"> Approved by the head or delegated to EVC
B	Adventurous activities – residential or non-residential <ul style="list-style-type: none"> Outdoor and adventurous activities including those listed below. 	<ul style="list-style-type: none"> Approved by the head or delegated to EVC and <ul style="list-style-type: none"> Endorsed by the adviser for outdoor education on behalf of the LA via Evolve
C	Overseas and other provision <ul style="list-style-type: none"> All visits abroad. Activities in the air – except commercial flying. Any other activity or programme where there is significant concern about safe practice. 	<ul style="list-style-type: none"> Approved by the head or delegated to EVC and <ul style="list-style-type: none"> Endorsed by the adviser for outdoor education on behalf of the LA via Evolve

Category B

- Category B activities may take place in hazardous or remote environments and require specific skills, experience and safeguards in order to contain risk at an acceptable level. Approval within the school and endorsement by the local authority will normally only be given where activity leaders are appropriately qualified and experienced. In addition to technical competence, recognised by qualification, the head should be satisfied that the individual has adequate non-technical skills and judgement to supervise or manage the group in question.

Category B activities include:

Camping more than 30 minutes away from shelter or habitation	Canoeing, kayaking, stand up paddle boards
Caving	Coastal and off-shore cruising
Cycling more than 30 minutes away from shelter or habitation (walking distance)	Power boating, rowing, sea fishing from a boat
Horse riding or pony trekking where a riding school or trekking centre is not used	Sailing, windsurfing and kite surfing
Mountain and moorland activities more than 30 minutes away from shelter or habitation	Bushcraft, woodland activities, Forest School and Earth Education.
Rock climbing, including abseiling, on natural crags or using climbing walls which are not on school sites.	Snorkelling and sub aqua in the sea or open water
Gorge walking, coasteering or similar combined water and rock activities	Surfing
Snow sports in UK and abroad, including dry slopes	Water skiing, jet skiing
High level ropes courses	Swimming other than in a public pool
Paintball activities	Shooting and archery
Motor sports	Rafting and improvised raft building

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