

## Report to the Cabinet

Meeting to be held on Thursday, 8 August 2019

### Report of the Head of Service - Health, Safety and Resilience

#### Part I

Electoral Division affected:  
(All Divisions);

### Review of Lancashire County Council's Educational/Off Site Visit Policy and Guidelines September 2019 - September 2022

(Appendix 'A' refers)

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#### Executive Summary

A report regarding revisions to Lancashire County Council's Educational/Off Site Visits Policy and Guidelines September 2019 – September 2022.

#### Recommendation

Cabinet is asked to approve the revised Educational/Off Site Visits Policy and Guidelines September 2019 – 2022, as set out at Appendix 'A'.

#### Background and Advice

The Lancashire Educational Visits Policy and Guidelines was initially approved in 2003 and substantially reviewed and revised in 2005, following the recommendations of the Health and Safety Executive report on the Glenridding Tragedy and the operational experience.

The Policy and Guidelines apply to:

- Schools where Lancashire County Council is the employer
- All schools that are covered by the County Council's insurance arrangements
- All Education Services; and
- Academies, Free and Independent schools that have purchased the Educational Visits Packages and adopted the Policy.

Further minor revisions were undertaken to the Policy and Guidelines in 2007, pending the publication of updated guidance from the Department for Children, Schools and Families. The Department for Children, Schools and Families published

a draft document 'Health and Safety of Learners Outside the Classroom' for consultation in November 2009, but following concerns set out in responses from Local Authorities and other organisations, no final guidance was released by the Department for Education until 2011.

In July 2011 (and updated in February 2012 and December 2012) the Department for Education published 'Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies'. The Department for Education document was supported by the Health and Safety Executive publication 'School Trips and Outdoor Learning Activities: Tackling the Health and Safety myths'.

In 2016, an updated, more accessible Policy for Educational/Off Site Visits was launched, to form the focus for all training opportunities for Educational Visits Co-ordinators and all staff associated with educational off site visits.

During the 2018/19 academic year, an Officer Review Group had undertaken a full and comprehensive appraisal of the Lancashire Educational/Off Site Visits Policy and Guidelines in the light of:

- A commitment by Lancashire County Council to review the 2016 edition of the Policy and Guidelines in 2019. (The Educational /Off Site Visits Policy and Guidelines being a controlled document.)
- Improvements to the on-line service approval and vetting process for visits called 'EVOLVE'.
- Feedback on the procedural and operational arrangements in schools and services from the Educational Visits Co-ordinators at Networks, Educational Visits Co-ordinators Refresher and Update training courses, and from the monitoring of visits by the Authority's Professional Support Team.
- The lessons learned from reviewing accidents/incidents nationally and locally.

The main changes in the revised Policy and Guidelines are:

- Type B Visits (higher risk) now includes London day visits and other multi venue city visits.
- Expanded and improved guidance on good practice essentials, covering; Informed Parental Consent, Special Educational Needs and Disabilities, Off Site Visit Emergencies, Visit Closed Procedures, the Post Visit Evaluation process for all types of visit.
- A new section 3.3 'Accompanying adults and the supervision of Educational/Off Site Visits' has been added, to provide greater clarity on related persons on visits. (Both children and accompanying adults).
- Emergency procedures have been fully rewritten and moved, to have greater prominence in the Policy document. The focus is on embedding Educational/Off Site Visit Procedures, developing a plan, and the identification and training of key staff and their responsibilities.
- The Risk Management section has been updated and revised with more emphasis on visit purpose underpinned by the People, Context and Organisation of the visit.

- The approval of visits process is now presented as an infographic to assist the user group and provide greater clarity.
- There is enhanced detail to support a school's understanding of the required registration process for centres and providers of educational/off site visits, and greater emphasis on non-delegation of duty of care by the school staff is reinforced.

## Consultations

The Educational/Off Site Visits Advisory Board, has overseen the review of the Policy and Guidelines. This Group consists of the following representatives:

- Service Delivery Manager, Educational Off-Site Visits,
- Technical Lead for the Outdoor Education Service/Off Site Visits,
- Solicitor, Legal and Democratic Services,
- Health, Safety and Quality Service Delivery Manager,
- Quality Review Officer, Children and Family Wellbeing Service,
- External Independent Representatives: the retired investigating Officer for the Health and Safety Executive and Glenridding Beck Investigation and a Special School Headteacher.

As part of the review process, drafts of the Policy and Guidelines have also been shared with the following for comment/agreement:

- Representative Educational Visits Co-ordinators from all phases of schools, academies and services.
- Diocesan/Church Authorities.
- School's Health and Safety Committee.
- Head of Health, Safety and Resilience Service

There has been an overwhelmingly positive and supportive response from the consultees.

Since the adoption of the current Policy and Guidelines in 2016, there has been an improvement in the engagement of children/young people and the need for them to be 'risk aware', by engaging them in thinking about risk. The Educational Visits Co-ordinator training sessions have been updated, particularly following any local or national incident. The Educational Visits Co-ordinator annual Networks and Refresher and Update training opportunities provide excellent continual professional development for Educational Visits Co-ordinators and they are encouraged to cascade the information to school staff and governors.

The revised Policy and Guidelines for Educational/Off Site Visits will be presented to the Autumn Term 2019 series of Educational Visits Co-ordinator Network meetings, and the main changes to the 2016 edition highlighted, alongside other key messages such as a school's response to a critical incident.

## **Implications:**

This item has the following implications, as indicated:

### **Risk management**

The revised Lancashire County Council Educational/Off Site Visit Policy and Guidelines September 2019 - September 2022 provides that best practice has been observed when planning and undertaking such activities involving children and young people for whom the county council is responsible.

### **Financial**

There are no financial implications from the introduction of the revised Educational/Off Site Visits Policy and Guidelines procedures. The Educational Visit Team is fully funded by the buy back and packages sold to external establishments.

### **Legal and Human Resources**

It is essential to review Health and Safety Policies and procedures on a regular basis to ensure that they meet national guidance and operational needs. All Educational Visits Co-ordinators have been trained in the use of the Policy and Guidelines and they will receive appropriate continuing professional development. It is a requirement that no off site visit can take place without a trained Educational Visits Co-ordinator. In the absence of a trained Educational Visits Co-ordinator, the Educational Visits Team will fulfil this role until a new Co-ordinator is appointed.

### **List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A