**Local Area Visit Policy - Off-site PE Activities and Sport Events Procedure**

PE activities and sport are an important part of academy life and provide those students taking part with opportunities to develop a range of skills and compete in a controlled environment.

When students travel to other schools, academies and venues to take part in PE activities and sport events, they are off-site visits and are subject to the OAT’s Policy and Guidance for Off-site Visits and Related Activities.

This procedure recognises that such visits may have to be arranged at short notice and may be postponed, cancelled and subsequently re-arranged due to weather conditions and other circumstances. Such visits arranged under this procedure requires them to be recorded and authorised using the Local Area Visits option from the EVOLVE Add tab.

Leaders with access to a smartphone or tablet device may find the EVOLVEgo\* app useful as it will enable easy access to EVOLVE visit forms and Visit Registers for Leaders (data connection required). The free app may be downloaded from evolvego.online

**\***As with all mobile device apps, a data connection will be required to enable access to EVOLVE from EVOLVEgo. Users of the app should ensure that in the event of an emergency, OAT procedures must be followed which may differ from those included in the app, the content of which OAT has no control.

In order to comply with OAT’s guidance for off-site visits and related activities, the provisions outlined below must be followed when using the *Off-site PE Activities & Sport Events Procedure*:

1. **Scope**
   1. This procedure covers organised, non-adventurous, indoor and outdoor PE/sport activities taking place locally away from the *Ormiston Rivers* *Academy* (ORA) site and supervised by ORA employees. *Examples include; cricket, netball, hockey, football, rugby, rounders, basketball, badminton, tennis, squash, trampolining (school/academy sites only), gymnastics, athletics, cross country, orienteering (school sites and easily accessible areas), swimming galas (recognised LA/school pools) and Dance activities.*
   2. For the purposes of these procedures, ‘local’ is defined as within the boundaries of *Mid Essex. This area will include various locations in Chelmsford, Maldon, Sandon, Brentwood and South Woodham Ferrers.*
   3. PE activities or sports events taking place beyond those areas must follow the procedures for off-site visits and related activities stated in OAT’s guidance for off-site visits and approval should be obtained by completion of the EVOLVE process stated in Appendix 1 of the OAT Guidance for Off-site Visits and Related Activities.
   4. Planned PE and Sport activities should comply with nationally accepted good practice. Refer to Safe Practice in Physical Education and School Sport, 2020 Edition (AfPE).
   5. This procedure **does not** apply to any activity identified as Adventurous in the OAT guidance (Section 21). Visits which include one or more Adventurous Activity must follow the EVOLVE online procedure stated in Appendix 1 of the OAT Guidance.
2. **Approval & Monitoring**
   1. All visits taking place under this procedure must be approved by the EVC, Helen Victory Assistant Principal, under delegation by the Principal.
   2. Academy staff leading visits under this procedure must be appropriately competent to meet the requirements of the procedure and the supervision of the students in accordance with OAT’s policy and guidance for off-site visits and related activities.
   3. A list of authorised staff should be agreed in consultation with the Principal (or delegated senior manager), EVC and Head of PE.
   4. Only authorised staff (2.3) will be permitted to organise and lead visits under this procedure.
   5. The procedure will be regularly monitored by the Head of PE and Kate Goodfellow, Assistant Principal to ensure compliance.
3. **Parental Information and Consent**
   1. This procedure requires those organising off-site sports matches and events to comply with ORA’s requirements with respect to providing parents and carers with information about planned visits and obtaining information about their children and written consent, where necessary.
   2. Leaders need to be aware of any medical conditions a student may have that may affect their participation in the planned activities.
   3. Leaders must be aware of and respect the wishes of parents/carers in relation to the participation of their child(ren) in the planned activities.
4. **Participants**
   1. The Visit Leader must have a record of all students taking part together with an emergency contact number for a parent/carer. This must be recorded on the EVOLVE Visit Register for the visit and updated prior to the departure of the visit
   2. Pupils must be aware of the expected standard of behaviour and the consequences of breaching that standard.
5. **Supervision**
   1. Leaders should be appropriately competent to lead the group in the specific activity.
   2. The level of supervision will be determined by the risk assessment for the visit.
6. **Risk Management**
   1. **Generic Documentation**
      1. Generic documents created by those staff operating this procedure must be reviewed annually or following an incident.

* 1. **Risk Assessment**
     1. A generic risk assessment (GRA) / safe working procedure (SWP) should be agreed that meets the general requirements for most visits. This GRA/SWP should be considered to be the starting point for the specific risk assessment for each visit (see 6.2.2).
     2. For each visit, Leaders need to take into account; the nature of the group, the mode of transport, the venue, the activity and the environmental conditions, when carrying out a specific risk assessment. Where identified, significant hazards associated with a particular visit and the controls necessary to reduce the associated risk to an acceptable level, should be recorded on the Event Specific Notes (ESN) section of the visit form.
     3. Having established a GRA/SWP and possibly Event Specific Notes, Leaders must be aware that they may need to reassess the control measures during the visit (on-going risk assessment) to maintain an acceptable level of risk. Risk assessment is a dynamic process that may be reviewed at any time to meet the needs of prevailing circumstances.
  2. **Contingency Plans**
     1. Leaders must discuss and agree contingency arrangements in the event of a visit not going to plan, e.g. First Aid arrangements, transport break down, pupil injury requiring visit to the nearest A&E department.
     2. These should be recorded and made available to all Leaders.
  3. **Emergency Procedures**
     1. For the entire duration of the visit, Leaders must have:
* access to an Emergency Home Contact(s) from the Academy. If the visit takes place entirely during the academy day, this would normally be the academy office, otherwise a named contact must be identified.
* the contact details of their Emergency Home Contact(s);
* access to the ORA Emergency Plan or Procedures for off-site visits.
  + 1. Emergency Procedures will need to be invoked if a serious incident or accident has taken place. Refer to OAT Guidance for Incidents, Emergencies and Critical Incidents during Off-site Visits & Related Activities (OVIM). Leaders will be expected to act appropriately in such circumstances, even though the situation may be both stressful and distressing. Access to written emergency procedures is therefore essential.
  1. **Emergency Home Contacts**
     1. As part of Emergency Procedures and Contingency Planning, Leaders need to have access to a contact from the academy, preferably at senior management/EVC level, who may be contacted at any time during a visit to provide additional support, if required.
     2. Emergency Home Contacts will need to know how to access information for a particular visit and therefore will require appropriate access to EVOLVE. Refer to the Academy EVC.
     3. Emergency Home Contacts will need to be familiar with the academy’s emergency plan or procedures and have access to appropriate senior staff should the need arise.

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