

BRIEFING PAPER

SUBJECT: Off site activities and educational visits
DATE: 24th April 2013
RECIPIENT: SCHOOLS' FORUM

THIS IS NOT A DECISION PAPER

SUMMARY:

1. Since 1997 when Southampton City Council became a Unitary Authority, the function of providing an operational system to support all schools in the County with offsite activities and educational visits has been managed by Hampshire County Council on behalf of Southampton. It is a shared service covering Hampshire, Southampton and Portsmouth. A Service Level Agreement between Hampshire and Southampton has covered this arrangement. The £30,000 cost of this agreement has been fully paid for until now by the City Council. This cost now needs to pass proportionally to Southampton Schools.

BACKGROUND and BRIEFING DETAILS:

2. NAHT guidance issued in 2011 outlined the role and responsibility of the Head Teacher regarding educational visits:

"An employer (the Local authority for maintained schools) has a legal responsibility for the health and safety of pupils, employees and volunteers involved in an educational visit. The day to day management of the visit and the discharging of this responsibility can be delegated, often to the head teacher, who is then responsible for ensuring that employer and establishment policies are implemented and that all visits and activities are properly planned and supervised by a competent person, or persons, with an appropriate staff/pupil ratio. It is important for there to be an establishment visits policy on which a school's Outdoor Education Adviser can provide guidance'.

3. Southampton City Council has discharged this duty by maintaining the Service Level Agreement with Hampshire County Council for this service.

