



# Off-Site Visits Policy

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# The Globe Primary Academy

## Off-Site Visits Policy

This policy should be read in conjunction with the following documents:

- First Aid Policy
- Health and Safety Policy
- Managing Medicines in Schools (not Paracetamol) Policy
- Positive Behaviour Policy
- Tackling Extremism and Radicalisation Policy

### **1 Introduction**

- 1.1 Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2 In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### **2 Aims and objectives**

- 2.1 The aims of our off-site visits are to:
- enhance curricular and recreational opportunities for our pupils;
  - provide a wider range of experiences for our pupils than could be provided on the school site alone;
  - promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

### **3 Curriculum links**

- 3.1 For each area of the curriculum, there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the Local Authority (LA) and requirements of the REACH2 Academy Trust.

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### 4 Residential activities

- 4.1 Children in Year 6 have the opportunity to take part in a residential visit.
- 4.2 The residential visit enables children to take part in outdoor and adventure activities as part of their Physical Education work. We undertake this visit only with the written agreement of the Local Authority/Academy Trust. We provide qualified instructors for all specialist activities that we undertake.

### 5 How visits may be authorised

- 5.1 The Head of School will appoint a party leader (often the Year Leader) to be responsible for running the activity. This will normally be a teacher employed at the school.
- 5.2 The school's educational visits coordinator, who is the Head of School, will be involved in the planning and management of off-site visits.

The Head of School will:

- ensure that risk assessments are completed;
- support the Executive Headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company (see 6.5) assures us that their drivers, too, have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure that there are regular generic assessments of the risks (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

- 5.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.
- 5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Head of School will seek the approval of the governing body and the LA before permitting the activity to take place.
- 5.5 All visits are to be uploaded and recorded on the EVOLVEvisits procedures authorisation system which the school uses. The school believes that EVOLVEvisits is an essential tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures.

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This system provides a suitable electronic method for uploading and recording of all documentation and issues related to planning a trips and visits. Trips and visits can be submitted electronically for approval by the EVC (Head of School), Executive Headteacher and, where appropriate, by the Local Authority for final quality assurance and oversight (e.g. residential trips, trips abroad).

All trip letters, risk assessments and The Globe Visit Procedures should be uploaded by the Visit Leader at the time of submitting the trip for approval. This will eliminate delays and ensure that all information on a trip is known to allow the EVC to make a reasoned judgement regarding the trip.

**A trip must not take place if authorisation on EVOLVEVISITS has not been approved in time.**

- 5.6 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

## 6 Risk assessment

- 6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:
- What are the hazards?
  - Who might be affected by them?
  - What safety measures are needed to reduce risks to an acceptable level?
  - Can the group leader put the safety measures in place?
  - What steps will be taken in an emergency?
- 6.2 Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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- 6.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.
- 6.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios:
- 1 adult to 10 pupils in Years 6;
  - 1 adult to 6 pupils in Years 1 to 5;
  - 1 adult to 3 pupils in Early Years.

Any trip will require a minimum of two adults, one of whom must be first aid trained. However, these are minimum requirements, and may not provide adequate supervision in all cases.

Those adults provided as 1:1 support for pupils should not be counted in the overall ratios when working out appropriate numbers of adults for the trip.

- 6.5 A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:
- the provision and required use of seat belts;
  - proper vetting of the driver by the police;
  - proper insurance for the driver;
  - details of first aid and emergency equipment;
  - breakdown procedures.
- 6.6 The group leader will double-check that all adults helping to supervise the trip have been subject to police checks (see 5.2 above).
- 6.7 A copy of the completed risk assessment will be given to the headteacher, the governing body, the LA, our educational visits coordinator, and all adults supervising the trip.

## 7 Transport

- 7.1 The costing of off-site activities should include any of the following that apply:
- transport;
  - entrance fees;
  - insurance;
  - provision of any special resources or equipment;
  - costs related to adult helpers;
  - any refreshments that the school has opted to pay for.

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- 7.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- 7.3 Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks (see 5.2).
- 7.4 we do not have a minibus. Should one be borrowed or hired for school use, the group leader will make sure as part of risk assessment that it meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.
- 7.5 The school reserves the right to make a charge to parents and carers if their children are transported in the school (or hired) minibus to sporting fixtures. The charge covers the expenses of the journey only; we do not make any profit from this.

## 8 Communication with parents and carers

- 8.1 The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities.
- 8.2 Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits). This must be made clear to parents and carers in all correspondence about an educational visit at the planning stage.
- 8.3 No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents and carers will be informed of this principle through the school prospectus and letters sent home about intended visits.
- 8.4 The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time. The school may cancel an educational visit if not enough contributions are received to make the trip financially viable.

## 9 Further health and safety considerations

- 9.1 All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided.
- 9.2 Before a party leaves school, the group leader must ensure that the Next of kin details form and adult trip helper's agreement has been completed for all staff and adult helpers attending the trip. A copy must be left with the school office on departure.

The school office must also be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

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- 9.3 This must also include groups that children and adults have been placed in and coach/vehicle lists that clearly identify which pupils and adults are on which coach or other vehicle. The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.
- 9.4 Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Executive Headteacher or Head of School, the possibility of excluding that child from the activity.
- 9.5 More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File held in the school office.

## 10 Group leaders' planning

- 10.1 Group leaders must read thoroughly the appropriate guidance for off-site activities. They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms, where appropriate) the arrangements that have been made (see 5.0-5.6 above).

## 11 Visit Plan

- 11.1 The Visit Plan for intended educational visits must include the following:
- risk assessment;
  - report on preliminary visit;
  - applications for approval of visit;
  - general information;
  - names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
  - travel schedule;
  - accommodation plan (if applicable);
  - full plan of activities;
  - fire precautions and evacuation procedures;
  - intended arrangements for supervision;
  - insurance arrangements for all members of the group;
  - emergency contacts and procedures;
  - general communications information;
  - guidance for party leaders;
  - guidance for the emergency contact and headteacher;
  - medical questionnaire returns;
  - first-aid boxes.

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### **12 Monitoring and review**

- 12.1 This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

**Signed:**

**Date:**

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### Appendix 1 – Globe Visit Procedures

This form should be completed as part of the submission made via the educational visits authorisation system (EVOLVEvisits).

Trip letters and other information to parents/carers should not be sent until the trip has first been approved on EVOLVEvisits. All trips need to be approved ideally 4 weeks before the date of the trip. Forms can be started at any time

Year Group:	
Class/es:	
Visit to:	
Date of visit	
Name of visit leader	
Accompanying staff	

BOOKING DETAILS	DELETE WHAT DOES NOT APPLY
EVOLVEvisits (visit authorisation form) reference number (generated by EVOLVEvisits when you create the trip)	
Venue agreed by SLT	Y / N
High quality educational experience assured	Y/ N
Travel booked with agreed provider	Y / N

PRE-VISIT PREPARATIONS	Y/N
Free school meals needed / Universal Infant FSM booked (YR-Y2)	
Office staff informed 3 weeks in advance (send email to Fiona C.)	
Pre visit by visit leader / teachers made to venue/route at least 4 weeks in advance (To plan organisation, timetable, staffing requirements, safety, risk assessment)	
Pre visit communication with families: Letter and consent form sent out at least 10 school days before.	
<b>GROUPING AND SUPPORT</b> Time given to the organisation and grouping of children and support provided	
Consideration given to ability, behaviour, disability, medical needs and appropriate adult support	
Appropriate clothing for children decided	
First aider/s identified	
<b>ADULT HELPERS</b> Information shared re expectations and organisation of day Any parent/carers helpers - DBS checked helpers only	
<b>CHILDREN</b> Information shared re expectations and organisation of day	

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The Visit	Y / N
<b>DOCUMENTATION</b> Class list with contact numbers and medical details of all children and adults on visit	
Copy given to Office staff	
Lead teacher to also take consent forms	
Each adult helper with list of children in own group and medical needs	
Next of kin list for helpers completed	
Premises officer asked to perform usual check of the coach and provide registration number.	
<b>MEDICAL</b> Reception and KS1 - adult helper to carry inhaler KS2 - carry own inhalers	
Any other medical - e.g. travel sickness tablets carried by 1 <sup>st</sup> aider (ensure that parent / carer made a written request for the tablet and sends in correct dose to the 1 <sup>st</sup> aider in an appropriate container)	
Any child with epi-pen with key worker or 1 <sup>st</sup> aider	
<b>SAFETY</b> Lead teacher/s to wear a whistle at all times High visibility jackets for every adult helper and some/all children	
<b>LABELS</b> Children may wear labels of adult helper name (NOT own name)	
<b>WALKING</b> Children in pairs. Walking BEHIND adult in charge of group Walking sensibly on pavements Adult on side closest to road Teacher at the front - class TA at the back - other support staff organising road crossing	
<b>ROAD CROSSING</b> As school procedure. Staff to check safe to cross. Staff in high-vis jackets at front and end of lines of pupils. Member/s of staff or helpers in road stopping traffic to allow pupils to cross safely.	
<b>COACH</b> Adult helper sitting with group Lead teacher and group at front 1 <sup>st</sup> aider at front with group and individuals as needed Seat belts checked to see they are working before departure.	

### Off-Site Visits Policy

Getting off the coach Following teacher's instructions groups exit FOLLOWING adult helper and wait in group	
TOILETING One adult in toilet area, so children never with public without a member of our staff or helper unless it is a school/ not public.	
Toilet breaks planned in advance	
Boys to use female toilets if necessary	

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**Next of kin details form and adult trip helper's agreement**

for the school trip to \_\_\_\_\_ (place) on \_\_\_\_\_ (date)

**Please complete the form below and sign to confirm your understanding of, and willingness to adhere to, the following:**

1. As an adult helper on a school trip at The Globe Primary Academy I agree to follow instructions given to me by the Group/Trip Leader, Class Teachers or Nursery Nurses or Teaching Assistants who have organised the trip.
2. I understand that the use of my mobile phone to make calls or send messages related to the trip to others is not permitted.
3. I also understand that the taking of photographs with my mobile phone is not permitted.
4. I understand as an adult on this trip I need to ensure that I am a positive role model for children and other adults at all times.
5. If I have any questions on the trip, I will ask these of a member of school staff to ensure we act as a team and in accordance with school policy for the operation of the trip.

Name and Surname of helper	Name of helper's next of kin	Address of helper's next of kin	Signature of helper, agreeing to 1-5 above