



“Let your light shine brightly.”

Matthew 5:16

Off-Site Visits and Activities Policy

Policy accepted by SLT on:	15/6/2020
Next review:	Spring 2022
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: Yes/No	On school website: Yes/No

OFF-SITE VISITS AND ACTIVITIES POLICY

1. Introduction

Off-site visits/activities are arranged by or on behalf of the school, and would normally 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 that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring 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/working day.

2. Aims and objectives

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.

3. Curriculum links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by the Local Authority.

4. Residential activities

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement of the Local Authority and school governors.

5. Roles and responsibilities

The Headteacher will ensure that the school has a trained External Visit Coordinator (EVC). The trained EVC at our school is Mrs Sarah Daffurn. The EVC will be able to assist in the planning and management of off-site visits but the majority of the planning will be carried out by the adults organising the visit.

The EVC will:

- ensure that risk assessments are completed by staff who are leading the off-site visit and, when appropriate, support staff to complete safety plans and safe

working practices. The EVC will not complete Risk Assessment for the planned trip; this is the responsibility of the member of staff organising the visit.

- support the Governing Body in any decision on approval.
- check/assess visit applications, with accompanying risk assessments, once submitted through the European Education Consultants (EEC) Health and Safety Management System for Risk and Educational Visit Management website, then grant or deny permission accordingly.

The school office will keep any relevant off-site visit paperwork, including parental permission slips. Details of risk assessments for past visits are stored electronically on the EEC Live website.

6. **How visits are authorised**

Staff proposing to arrange an off-site activity must complete a request form (available from the school office) and submit to the Senior Leadership Team (SLT) with as much notice as possible, ideally two weeks prior to the visit date. This form outlines visit arrangements, including venue, travel, cost and staffing. Failure to do this could result in the request being denied. In some instances, the Governing Body may need to be informed (as necessary) in advance, before any commitment is made on behalf of the school.

7. **Classification of external visits**

- **Category A Visits/Activities (non-adventurous, local visits):** Approval for Category A visits and activities, has been delegated by the Governing Body to the Headteacher and/or EVC. Governors review delegation arrangements annually as part of Health and Safety Policy for school. For these visits the online system is adequate, providing it is completed correctly in a timely manner and the necessary risk assessments are attached.
- **Category B Visits/Activities (adventurous activities, residential activities that require and overnight stay, or off-site visits that take place abroad):** Approval for Category B visits or activities must be obtained from the Governing Body and the Headteacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority through an online application.
- **Category C Visits/Activities (Duke of Edinburgh's Award activities):** These do not apply to children at our school.

8. **Planning a visit or activity**

Once the initial request has been approved by SLT, the Visit Leader (the class teacher in most cases) must ensure that the visit or activity is planned to ensure approval is granted. This is done using the EEC Live website, which gives a date for latest submission to the EVC.

As previously stated, the planning of a visit will be carried out using the European Education Consultants (EEC) Health and Safety Management System for Risk and Educational Visit Management website, with relevant risk assessments attached.

9. Visit plan

The visit plan for intended visits must include the following (as required on the EEC Live form):

- risk assessments for transport, site of visit and activities;
- curriculum objectives;
- supervision/pupil ratios (including numbers of male and female pupils and adults);
- itinerary (including activities and travel arrangements);
- supervisory details (including at least one first aid trained member of staff);
- emergency contact details.

10. Risk assessment

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments must be checked to ensure that they are still suitable and sufficient.

As before, EEC provides comprehensive frameworks for venues and activities, and should be used for assessing any risk of the place or activity that is being visited. Copies of the visit plan and any attached risk assessments are to be given to all adults supervising the visit/activity, along with a register list of participating children and adults.

Transport risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset. These can be chosen from existing lists on EEC Live.

If staff are transporting children in their own vehicles, they must have business car insurance. All children will wear a three-point harness seat belt and use a booster seat as required by UK law (until they are 12 years old or 135 centimetres tall, whichever comes first).

Using vehicles belonging to parents is to be discouraged. However, if the decision is made to use a parent's vehicle, the Driver Risk Assessment (F14a) must be completed and a DBS check performed before the visit/activity takes place.

12. Communication with parents

The parents of pupils taking part in an off-site activity must be provided with all appropriate information about the intended visit. Parents must give written permission before a child can be involved in any off-site activities. Every September

generic consent forms are signed by parents for local walks, which give consent throughout the year for walks and off-site visits within Frome.

13. Further Health and Safety considerations

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the telephone number of a designated emergency contact should be provided.

The School Office will be provided with a list of all pupils and adults travelling with the group, together with a copy of the itinerary for the activity (this can be printed from the EEC Live website using the “Visit Summary” page option).

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any medical information provided by parents/carers and ensuring that pupils are both safe, well and looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Headteacher measures to put in place to enable the pupil to take part, especially if part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

14. Monitoring and review

This policy will be monitored and reviewed every two years in line with the school’s policy review schedule.

It is good practice to monitor and review the successes and failures of off-site activities in line with curriculum/development objectives. This is to ensure that off-site visits continue to provide enrichment and positive experiences.