



## Platt C.E Primary School **Off-Site Visits Policy**

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place away from the establishment grounds. Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, providing experiences beyond the classroom that enriches learning and personal development.

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 off-site 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.

This policy should be read in conjunction with the school's Behaviour Policy, Home School Agreement Policy, Child Protection (Safeguarding) Policy and other school safeguarding policies.

### **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.

### **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.

### **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.

### **ROLES AND RESPONSIBILITIES**

The school will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign staff to lead and help with trips.
- Verify that all accompanying adults have been DBS checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

## **HOW VISITS ARE AUTHORISED**

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher and Governing Body (as necessary), in advance, before any commitment is made on behalf of the school.

### **Category A Visits/Activities**

Approval for Category A visits and activities, has been delegated by the Governing Body to the **Head Teacher**.

### **Category B Visits/Activities**

Approval for Category B visits or activities must be obtained from the Governing Body and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority.

### **Classification of External Visits:**

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad

### **Planning a Visit or Activity**

The Visit Leader must ensure that the visit or activity is planned in advance and within sufficient time to ensure approval is granted.

The office will complete a trip overview form and ensure that an appropriate adult/pupil ratio is applied. Please be aware that pupil to staff ratios for school trips is **not** prescribed in law. When deciding these should be decided based on the risk assessment, taking into account the activity to be undertaken and the age and maturity of the pupils.

Typically ratios are as follows subject to risk assessment, the activity and attendees:

Less than 5 years old- One adult for every 5 children

5-8 years- One adult for every 10-15 children

8-11 years old- One adult for every 10-15 pupils

11 years and upwards- One adult to every 15-20 pupils.

## **Visit Plan**

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum/development objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details.

## **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 should be checked to ensure that they are still suitable and sufficient.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

## **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 KCC.

If using staff or parent vehicles, ensure that insurance form has been completed before visit.

## **Communication with Parents**

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities that extend beyond normal school hours.

## **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 establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided.

The School/establishment Office to be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity.

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 information provided by medical questionnaire returns, 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 Head Teacher/Manager 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.

### **MONITORING AND REVIEW**

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

### **FURTHER GUIDANCE AND HELP**

Health & Safety Executive: School trips and outdoor learning activities:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Learning outside the classroom:

<http://www.lotc.org.uk/>

Outdoor Education National Advisors Panel:

<http://oeapng.info/>

## Visit Leaders Check List

### Must Do:

Complete the purpose of visit that outlines clear educational aims and objectives.

Document the Year group/Key Stage of the young people in the purpose of visit and educational objectives area.

Check any relevant, generic, risk assessments and share with visit supervisors. \*   
Any required new risk assessments to be completed and shared with visit supervisors.

All supervisors to be listed and appear in the ratio box.

All attendee numbers to be recorded in the ratio box.

If the activity is adventurous and is being led by a qualified staff member from your school, ensure that they have completed an EV3 form

Ensure both the insurance box and the category of visit is selected.

Itinerary to be completed for each stage and time and dates to be consecutive.

Emergency contact number to be recorded for the visit - home and away.

The visit must be submitted for approval within the specified time period.

Check the communications page to ensure that information is recorded and actions taken.

Ensure that the Headteacher is aware of the trip and has given approval (Local authority for category B and C activities).

**\*Note: Risk assessments should be completed for each activity and in most cases they will be generic. Regular activities, e.g. Coach Travel should be reviewed on an annual basis by the school. Visit Leaders need to ensure that they have looked at the relevant risk assessments for the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completing a new one for each visit.**