

AYCLIFFE DRIVE PRIMARY SCHOOL



Off Site Visits Policy

Curriculum Committee

**Updated June 23
To be reviewed June 25**

**Staff Responsible
Mrs M Green**

Head teacher

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:

- Provide experiences and opportunities which enhance the learning experience for all pupils.
- Develop a wider understanding of the area in which we live.
- Promote the independence of our pupils, enabling them to develop and learn in new environments.

Curriculum Links

Visits should be planned in line with the curriculum and used to engage, enhance and embed the learning which is taking place in school.

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 Governing body.

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.
- Ensure that the visit is value for money and affordable to all.

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher 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 Hertfordshire County Council and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority. All visits are recorded via Evolve before any off site visit takes place.

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. This should be no less than one month prior to visit.

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. Risk assessments, itinerary and pupil ratios and attended adults is recorded in Evolve.

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.

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. If a child is not given permission they will be paired with another class and provided with work for the duration of the trip and must still attend school.

In many classes, staff require permission in advance for local trips, e.g. walks to park shops etc.

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/ Line 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 (found on evolve):

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.**