



Off-Site Visits Policy

Like Jesus' teaching in the parable of the mustard seed, we believe that children at Platt Primary are like seeds with the potential to grow and flourish as they are nurtured and encouraged to develop their unique gifts. Off-site visits give opportunities, beyond what can be provided in school, to foster this growth in our children.

Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be impossible. 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.

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, Child Protection (Safeguarding) Policy and other school safeguarding policies such as Acceptable Use and Camera and Image Use 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

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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.

Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit lasting less than 24 hours via Appendix 1a and Evolve
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips lasting more than 24 hours

The educational visits co-ordinator (EVC)

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Approve the trip on Evolve

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers and complete the proposal form (Appendix 1a)
- Complete checklist procedures (Appendix 1b)
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

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- Log the trip on Evolve. All staff have a log in for this platform.
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- <https://plattce.sharepoint.com/:u:/s/StaffSharedResources/EW5Ih3f5yrhHmLQw032XMIMB-Kgtpi9cFlhCg86aAdZWMA> Leaflet to be shared with volunteers (see appendix 3)

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

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.

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Category A Visits/Activities– non-adventurous, local activities

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

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

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.

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.

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.

We will carry out a full risk assessment at least 2 weeks before the start of all trips. This will be completed using the school's risk assessment template stored on SharePoint in the Visits folder and in **appendix 2**, and approved by the Headteacher. Existing risk assessments also stored on SharePoint or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC – this copy will then be filed by the office following the trip ending.

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

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 6 children

8-11 years old- One adult for every 10-12 pupils

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

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS - At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

Emergency Procedures

In the case of an emergency during an offsite educational experience the trip leader must contact the appropriate emergency services immediately via 999.

The trip leader must deal with the emergency:

- Contact emergency services if required,
- Oversee situation until support arrives
- Liaise between other members of staff
- Delegate responsibility to other known adults if appropriate.
- Provide contact information and assistance to emergency services if required
- Contact Headteacher and make aware of situation including nature of emergency and current situation re injuries etc.
- Be available to make and receive calls as needed – this line should be available at all times and should not be used for unnecessary calls.

The deputy trip leader must take over responsibility for the safety of all other members of the trip (including other adults):

- Support Trip Organiser as needed
- Ensure safety of children:
- Safe place
- Roll call
- Assess situation re injuries etc
- Keep children calm
- Do not allow children to wander off
- Do not allow other adults to remove children from the scene until advised by Emergency Services
- Note which children are taken where.

Source:Tunbury PS

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The priority is to contact emergency services and follow their directions and then to inform the Senior Leadership of the school. The trip leader must keep the Headteacher informed as to the on-going actions taking place as soon as and as regularly as is possible.

Headteacher / Deputy Headteacher Emergency Procedures

- Contact LEA and make aware of situation.
- Seek advice re support from Emergency Support Team
- Pass on contact telephone number of trip organiser and adult who contacted you,
- Arrange to open school if necessary
- Identify school telephone contact number for use by LEA / Emergency Support Team / Senior staff only
- Identify and contact member of staff to alert teaching staff to situation if and as necessary.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

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 vehicles, ensure that insurance form has been completed before visit. For local trips, we may ask parents/carers to make their own way to the venue and return children to school or collect them at the end of the visit. The school will not arrange lifts with other parents/carers for children on a parent/carer's behalf.

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.

All pupils have been given permission by their families for local trips to the church, Platt woods and the playing fields.

Regular offsite visits

Church visits

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A generic risk assessment for walking to the church will be completed at the start of every academic year and take into account the needs of each class. These will be stored on SharePoint in the Visits folder. Teachers must update these prior to each church visit and the EVC will ensure teachers have arranged enough volunteers so that ratios are correct for walking to and from the church.

Swimming

The children receive swimming lessons as part of their physical education curriculum.

The swimming lessons take place at Borough Green Primary School and the timetables are organised between the class teacher and the PE leader.

School staff are responsible for the safety of children during the travel to and from the venue and whilst children are changing. The swimming instructors are responsible for the safety of the swimming lesson itself. Therefore, swimming does not count as an adventurous activity.

Additional adults may be required dependent on 1-1 pupils and behaviour needs of individual pupils.

A full risk assessment must be completed each academic year taking the current year group into consideration. The risk assessment must be completed and signed by the Head of Year and the EVC prior to the first swimming lesson.

Sports Events

Additional parental permission must be sought for sports events taking place outside of normal school hours. Careful consideration of adult ratios must be made and are dependent upon:

- Method of transportation – if parents/carers are transporting their own children then they are responsible not the school and this must be made clear
- Persons responsible for activity – if the provider is responsible they must issue their risk assessment to the school and the adult ratio must then match the appropriate supervision of children between activities

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 Office is 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.

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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/>

Revised 03/05/23

Approved by Head Teacher

Presented at FGB Meeting 15/05/23

Next Review 05/2024

Source: Bourne Partnership/The Key for School Leaders

Appendix 1a

Proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC at least one month prior to the visit.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		

Source:Tunbury PS

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	TRIP INFORMATION	ADDITIONAL COMMENTS
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> • Staffing • Volunteers • Physical supplies 		
Accommodation options, where needed		
Risk assessment plans and first aid provision		

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Visit Leader's 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).

Inform Kitchen that class are offsite and organise any packed lunches with them for Pupil Premium children a week in advance

****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.

Appendix 2

RISK ASSESSMENT AND RISK MANAGEMENT RECORD

VENUE / EVENT: TEL: SCHOOL: 01732 882596 COACH:		DATE:	YEAR / CLASS:	GROUP SIZE:	RATIO minimums: R, 1, 2, 3 is 1:6 4, 5, 6 is 1:10
LEADER: MOBILE 1: DEPUTY: MOBILE 2:		OTHER TEACHERS: MOBILE 3:	TEACHING ASSISTANTS: NAMED FIRST AIDER:	PARENT HELPERS:	
HAZARDS What could cause harm or damage?	PERSONS AT RISK	CONTROL MEASURES How have you reduced the risk already?		SEVERITY OF RISK AFTER CONTROL MEASURES (L / M / H) See matrix below	ACTION BY:
		•			
ANY OTHER SPECIFIC NEEDS eg. individual medical needs (name and medication with dosage):					

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Mandatory risk assessment, used and acknowledged		Ongoing risk assessment
<ol style="list-style-type: none"> 1. Centre risk assessment/guidance used: 2. KCC Safe Practice of Offsite Activities used 3. School risk assessment/guidance used 4. Alternative Plans: 		<ol style="list-style-type: none"> 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required
Review Comments: <ul style="list-style-type: none"> • Were each of the control measures appropriate to minimise the risk of hazard? • Were any additional steps required? • Did any risk hazards arise that had not been identified on the risk assessment? If so how were these handled? • Were any emergency procedures required? • Were there any accidents to children or staff? If so these must be recorded fully. • Were there any 'near misses'? A near miss is when something could have happened had identified control measures or onsite risk assessment not taken place. 		
DATE:	VISIT LEADER: <hr/> PRINT NAME	AUTHORISED BY: _____ HEAD TEACHER: _____

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How to complete the Risk Assessment

<p>The risk assessment needs to consider the following items:</p> <ul style="list-style-type: none"> • The transport used • Children embarking and disembarking from the transport • Toilet facilities • Steps/stairs/pathways • Wildlife areas or animals • Public access • Water (pond, lakes, rivers, sea) • Building/road works • Equipment used for activities • Qualifications of instructors • Access to first aid facilities and telephone reception 	<p>Key questions to consider:</p> <ul style="list-style-type: none"> • Is it a safe area to enter? • Are there any potential hazards? • Will any actions the adults take make the area safer? • Do children and adults need to be advised of potential risks and how to overcome these? <p>A common sense professional approach should be taken when carrying out a risk assessment. If unsure about the safety of any element of the trip then raise the question with the school's EVC before proceeding any further.</p> <p>Any public place should have a risk assessment prepared. A copy will need to be obtained and form part of the school's risk assessment.</p>
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Severity Likelihood	Slight harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely harmful multiple injuries, major fractures, fatalities
Unlikely Rarely happens	Low	Low	Medium
Likely Often happens	Low	Medium	High
Very likely Nearly always happens	Medium	High	High

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Appendix 3

Source:Tunbury PS
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Off-Site Visits Volunteer Agreement

We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

This is part of our school's risk assessment planning and safeguarding arrangements – please follow them.

Role of the Volunteer Helper

To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip

To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip

To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!

To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip

To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct supervision of school staff

Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about what they are experiencing and help to explain the areas of interest

Follow guidance from the school staff

What is not permitted

Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip

Volunteer helpers are not allowed to smoke (vape), drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties

Volunteer helpers are not permitted to take photographs of pupils

Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff of an emergency as soon as possible. If you become separated from the rest of the school party, you must telephone the school.

Agreement

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the children in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

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