



Off Site Visits Policy

**'Walking together and learning together through life's
adventure.'**

Long Sutton C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and outside agencies to share this commitment and to follow the school policies and procedures

SCHOOL ETHOS and VISION

In our forward thinking Christian school we value and nurture all members of our school community and encourage everyone to reach their full potential. Offering a dynamic, challenging, and inspirational curriculum based on Christian values which stimulates curiosity, adventure and risk taking within a safe and secure environment; where children can achieve success today in order to prepare for tomorrow.

We aim for our children to leave our school as:

- Independent learners who are proud of their achievements and themselves
- Life-long learners ready to try new things and be able to reach their full potential
- Young people with a good understanding of Christian values that they can convey to others throughout their lives
- Good role models who care for others within our community without judging
- Respectful, polite and honest community members
- Resilient learners who can make good choice about their learning
- Young people with dreams and goals they strive to achieve
- Confident, happy people who believe they can and will succeed in all they do
- Team players who can work together to achieve more

At the start of the children's journey we strive to provide:

- A welcoming school where children of all ages play together and care for each other
- A place where they feel loved and part of our Christian community
- Learning experiences that enable them to reach their potential
- Learning that challenges and stretches within a secure and safe environment
- A safe place where children can develop resilience and learn that it is OK to make mistakes
- A school where children feel special and are able to develop into individuals

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 day.

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 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.

EXTERNAL VISIT CO-ORDINATOR (EVC)

The Head Teacher will ensure that the school has a trained External Visit Co-ordinator. The EVC will be involved in the planning and management of all off-site visits.

The EVC 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 competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS now? checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.
- Check there is provision and accessibility for all where feasible
- Make sure that the necessary steps are put in place for inclusion of all and that visits are adapted where needed, if possible.

The school's trained EVC is:

Mrs Lizzie Reynolds

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

These are any visits or activities that take place off site whether within the local area or away from school. Approval for Category A visits and activities, has been delegated by the Governing Body to the *Head Teacher/EVC*.

Governors review delegation arrangements annually as part of Health and Safety Policy for school.

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

Category C - Duke of Edinburgh's Award activities

Categories A and B visits and activities, Notification, Approval and Endorsement clarification is available in the Outdoor Education and External Visits Website or follow this link:

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Planning a Visit or Activity

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

The planning of a visit should be carried out using the European Education Consultants (EEC) Health and Safety Management system for Risk and Educational Visit management as the system provides on-line approval for the school's EVC and, for Category B, Local Authority endorsement.

Link to EEC:

<https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Link to Outdoor Education and External Visits Website:

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Visit Plan

The visit plan for intended visits must include the following:

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

Communication with Parents

Parents must give their permission in writing before a child can be involved in any off-site activities. Parents sign a permission form for all visits during the school day (local and those involving transport to further places) at the start of their child's time in school and are asked if they wish to change this annually. Local visits within the community that take place as part of the normal school day and curriculum e.g. visiting church, Village walks, using the Rec, will not be communicated to parents individually. The parents of pupils taking part in an off-site activity involving traveling outside the village will be provided with all appropriate information about the intended visit.

Risk Assessment

All, relevant, risk assessments to 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.

As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning.

A copy of the risk assessment or safe working procedures is to be read and signed by all adults supervising 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 Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through

Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that [Driver Risk Assessment \(F14a\)](#) has been completed before visit.

Using vehicles belonging to parents is to be discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) **must** be completed and a CRB check performed before the visit/activity takes place.

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 delegated emergency contact should be provided.

The School 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 (print out of the summary sheet from software).

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 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

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or before if necessary.

Signed _____

Date _____

FURTHER GUIDANCE AND HELP

Appendix 1: Visit Leaders Check List

Standards for LEAs in Overseeing Educational Visits:

http://www.teachernet.gov.uk/_doc/2576/STANDARDS%20LEAS%20FINAL%202002.doc

Handbook for Group Leaders:

http://www.teachernet.gov.uk/_doc/2578/HANDBOOK%20FOR%20GROUP%20LEADERS%20FINAL%202002.doc

These documents can also be accessed through the EEC website.

Appendix 1

Visit Leaders Check List

Must Do:

Complete the purpose of visit and clear educational objectives.

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.

All attendee numbers, age, gender and Key Stage to be entered in the purpose of visit and educational objectives area (main area).

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 within the specified time period.

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

Details of group and supervisors to be given to the office on the morning of the visit.

***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 health and safety co-ordinator.**

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.

1. Choose/plan visit
2. Check visit is OK with Head/EVC
3. Organise transport, if using parents Driver Risk Assessments must be completed.
4. Complete EV1 form or EV1 on line
5. Gain Parental Permission (for all non local trips (those out of the local parish))
6. Complete Risk Assessments
7. Share Risk Assessments with Supervisors
8. On the day of the trip give the office details of groups, itinerary, mobile numbers etc.