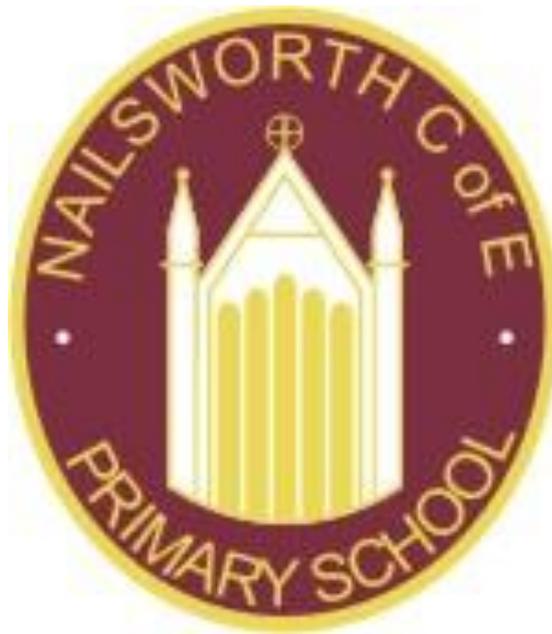


## Policy Statement for

# Educational Offsite Visits



<b>Change History</b>	<b>Summary of Key Changes</b>
Dec 2014	Updated to new format
June 2016	Updated to link to Safeguarding & Child Protection policy
Sept 2016	Updated to link to Health and Safety Policy, Intimate Care Policy, First Aid & Medical Policy, Charging & Remissions Policy. Updated link to GCC website. Added 6.4, amended other areas to include reference to children with SEND and CP
Jan 2017	Updated in relation to use of online e-GO system for trips
March 2017	Updated to add #12
January 2019	Updated to remove mention of the Gloucestershire County Council's e-GO system, and update the LA Schoolsnet link

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## 1 Introduction

- 1.1** Off-site visits are activities arranged by or on behalf of the school, and which 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 which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2** In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for 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.

## 2 Aims

- 2.1** 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;

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- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

### 3 Curriculum links

**3.1** For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches, swimming;
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- design and technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

### 4 Residential activities

**4.1** Children in Year 5 and Year 6 have the opportunity to take part in a residential visit. The residential visits are chargeable to parents, although the school endeavours to secure grant funding to assist those parents on certain benefits.

**4.2** The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA SHE (Safety, Health and Environment) Team. We provide qualified instructors for all specialist activities that we undertake.

### 5 How visits may be authorised

**5.1** The head teacher will appoint a party leader to be responsible for running the activity. This will normally be the class teacher employed at the school.

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**5.2** The school's Educational Visits Coordinator, Sarah Edwards, will be involved in the planning and management of off-site visits. She will:

- Ensure that all staff are aware of the school's guidance for arranging school trips (this guidance, together with costings and parent letter templates, are saved in the Teacher's folder of One Drive);
- ensure that risk assessments are completed and saved on the school's One-Drive;
- support the headteacher and governing body in their decisions on approval;
- ensure competent staff lead and help with trips;
- organise related staff training;
- verify that all staff have had DBS checks;
- check that a letter from the coach company assures us their drivers hold DBS checks and that their vehicles are adequately maintained to safety standards;
- ensures that all necessary permissions and medical forms are obtained;

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office), and all off-site activities must take place in accordance with the LA's instructions. These instructions can be found on Schoolsnet at:

<https://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/she-a-z-health-safety-advice-guidance/offsite-educational-visits/>

**5.3** Where staff are proposing to arrange an off-site activity, they must follow the guidance given and saved in the Teacher's folder on OneDrive and copied here:

- 1. Give yourself plenty of time (at least a month) to plan and organise a class trip**
2. Check the preferred date for your trip in the school calendar to ensure that there are no clashes with other events (please also avoided music lesson days if any of your children attend)
3. Enter the date in the calendar, even if it is a provisional date
4. If a coach is required, please give the following information to Cat in the Office, so that she can obtain quotes:
  - Date of trip
  - Time leaving and time returning to school
  - Destination with postcode
  - Total number of seats (pupils and adults)
5. Decide if you want to subsidise the trip with your class budget
6. Complete the costing form to calculate the per pupil cost
7. Decide whether the trip is viable
8. If you are going ahead with the trip **BOOK THE VENUE** and forward any confirmation emails or invoices by email to [admin@nailsworth.gloucs.sch.uk](mailto:admin@nailsworth.gloucs.sch.uk) **as soon as possible**. NB Our preferred method of payment is by invoice before the trip – please ensure that an invoice has been requested in plenty of

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time for BACS payments to be made (at least five working days before the trip).\*\*

9. Ask Cat in the office to BOOK THE COACH as soon as possible
10. Complete a Risk Assessment (see One Drive/Policies new/Risk Assessments/Offsite and Educational Visits TEMPLATE)
11. Write a letter to parents using the approved template, please amend/delete as necessary [if the per pupil cost will be over £20, please see Sarah to add BACS payment option to letter]
12. Send completed costing form and letter to office BEFORE sending letter home to parents
13. Send letter home to parents TWO WEEKS before the date of the trip.

\*\* Paying by invoice ensures that we are able to claim back the VAT; which reduces the cost to parents. Please be aware that the school DOES NOT have a payment card. If your chosen venue only accepts credit/debit card payments, you will need to either make the payment yourself and claim it back through your wages, or speak with Vince.

- 5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the Local Authority SHE team before permitting the activity to take place.
- 5.5 It is our policy that all children should be able to participate in educational visits. Where a child with SEND is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with SEND. Any such adjustments will be included in the risk assessment.

## 6 Risk assessment

- 6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

A risk assessment pro-forma can be found in the Teacher's folder of the school's OneDrive.

- 6.2 Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable

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weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the residential visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

**6.3** It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits should be built into the overall financial arrangements for the visit itself.

**6.4** Risk assessments for any individual pupils with SEND or child protection should be checked by the group leader and where relevant, risks relating to individuals should be added to the risk assessment for the trip. The Special Educational Needs & Disabilities Policy and the Safeguarding & Child Protection Policy should be referred to for further guidance.

**6.5** An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult for every 6 pupils in Years 1-3
- Reception classes, i.e. Under 5s, should have a higher ratio to be determined by risk assessment.
- 1 adult for every 10-15 pupils in Years 4-6.

Any trip will require a minimum of three adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases. In working out the ratio of adults to pupils, the group leader must make provision for any pupils with SEND who require individual support.

**6.6** A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

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- 6.7** The group leader will ensure that all adults involved in a trip are supervised by school staff members who have been subject to appropriate police checks.
- 6.8** All completed risk assessments must be saved in the Teacher's folder on OneDrive.

## **7 Transport & Cost**

- 7.1** The costing of off-site activities should include any of the following that apply:
- transport;
  - entrance fees;
  - insurance;
  - provision of any special resources or equipment;
  - costs related to adult helpers;
  - any refreshments the school has opted to pay for.
- 7.2** Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

## **8 Communication with parents**

- 8.1** The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents do not have to give their permission before a child can be involved in off-site activities during the school day. Permission is required for any trips starting or ending outside the school day, including overnight trips. A template for the letter to parents is saved in the Teacher's folder on OneDrive.
- 8.2** Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with Pupil Premium Funding being available for specific pupils. This is made clear to parents in all correspondence about an educational visit at the planning stage.
- 8.3** No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.
- 8.4** The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time. The charging and remissions policy should be referred to and followed.

## **9 Further health and safety considerations**

- 9.1** All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an

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emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home or mobile telephone number of a designated emergency contact should be provided.

- 9.2** Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party. All staff and children will be signed out and back into school, as relevant.
- 9.3** The safety of the party, and especially the children, is of paramount importance. During the activity the party 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 children are both safe and well looked after at all times. Staff should have read the First Aid and Medical Policy, Intimate Care Policy and Safeguarding & Child Protection Policy and these should be used to guide planning.
- 9.4** Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity. The behaviour policy should be read and used to guide any decisions.

## 10 Group leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: <https://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/she-a-z-health-safety-advice-guidance/offsite-educational-visits/>

## 11 Visit plan for residentials

- risk assessment;
- trip costings;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;

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- first-aid boxes.

## 12 Procedure for collecting children from Church Visits and Events

Where parents/carers are collecting children at the end of a school event or a church visit, a clear procedure needs to be followed. At the end of school visits to the church, Year2, Year 1 and Reception children are taken, after the Service, into the Annexe that can be accessed by parents/carers via a side door, outside in the car park. This is similar to children leaving the school building, with children only being let out on a collection basis. Year 3 and above will be collected from the pews, with parents/carers making contact with the class teacher.

Where school finishes early (after an event or end of term), collection from Reception and KS1 is via their normal end of day classroom collection points. The staff members will record who has gone home early, so parents/carers will not need to sign their children out. Parents/carers collecting Reception or Key Stage 1 children with older siblings, can request that the older children collect their younger brother or sister, with all children leaving via the Key Stage 1 and Reception exits. The Reception and Key Stage 1 class teachers will record that the older siblings have gone home too. Key Stage 2 children with no siblings should be collected via the School Office.

Where children are collected by parents/carers from any other school event (e.g. plays, sporting evenings, Young Voices) contact should be made with the teacher in charge by the collecting adult.

## 13 Safeguarding and Child Protection

In planning and executing off site visits, staff should be aware of the school's Safeguarding & Child Protection policy. The group leader must ensure that all staff members supervising the trip have read this policy.

This policy is made available to adults involved in school trips via the website (available within the school foyer) or in hard copy via the school office, upon request.

## 14 Other Policies to cross-reference to:

- Safeguarding and Child Protection Policy
- SEND Policy
- Behaviour Policy
- Health and Safety Policy
- First Aid & Medical Policy
- Intimate Care Policy
- Charging & Remissions Policy
- Curriculum policies, as relevant

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