

## **Three Saints Federation**



*Shepton Beauchamp Church School & St Mary & St Peter's Church School*

*Together We Flourish*

## **OFF-SITE VISITS AND ACTIVITIES POLICY**

### **INTRODUCTION**

Off-site visits/activities are arranged by or on behalf of the school and 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.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits to manage and minimise risk, always ensuring the safety and health of all pupils. 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 opportunities and 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.
- extend children's horizons and aspirations.

### **CURRICULUM LINKS**

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues.

### **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 LGB.

## **EXTERNAL VISIT CO-ORDINATOR (EVC)**

The Head Teacher will ensure that the school has an 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 checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

The Three Saints Federation's External Visitors Coordinators are  
Ian Rumbelow & Caroline Middleton

## **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 LGB to the *Head Teacher and EVC*. *Governors must 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 LGB and the Head Teacher before they take place.

## **PLANNING A VISIT OR ACTIVITY**

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

The planning of a visit should be carried out using the School's Risk Assessment System

## **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.
- Medical Needs – refer to Supporting Pupils with Medical Conditions Policy
- Cost – refer to Charging & Remissions Policy

## **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.

A copy of the risk assessment or safe working procedures is to be given to all adults supervising the visit/activity.

Risk Assessment are carried out on the EECLive online system. Visit leaders input the detail, this then goes to the EVC for scrutiny.

## **TRANSPORT**

Risk assessments must be carried out for the mode of transport when hiring a coach or minibus or using the train.

If using staff vehicles, ensure that ([oeapng.info](http://oeapng.info)) Section Transport in private cars. 4.5c has been read before visit.

## **COMMUNICATION WITH PARENTS**

The parents of pupils 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 unless covered by the general consent.

## **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 designated 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.

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 always looked after.

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 Risk Assessment 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

[oeapng.info](http://oeapng.info) All up-to-date advice and information on visits and outdoor education is available on this website.

Adopted: April 2021.

## VISIT LEADERS CHECK LIST

### MUST DO:

- |  |                          |
|--|--------------------------|
| Complete the purpose of visit and clear educational objectives.  | <input type="checkbox"/> |
| Check any relevant, generic, risk assessments and share with visit supervisors. *  | <input type="checkbox"/> |
| Any required new risk assessments to be completed and shared with visit supervisors.   | <input type="checkbox"/> |
| All supervisors to be listed and appear in the ratio box.  | <input type="checkbox"/> |
| All attendee numbers to be recorded in the ratio box.  | <input type="checkbox"/> |
| All attendee numbers, age, gender and Key Stage to be entered in the purpose of visit and educational objectives area (main area). | <input type="checkbox"/> |
| Ensure both the insurance box and the category of visit is selected.   | <input type="checkbox"/> |
| Itinerary to be completed for each stage and time and dates to be consecutive.   | <input type="checkbox"/> |
| Emergency contact number to be recorded for the visit - home and away.   | <input type="checkbox"/> |
| The visit must be submitted within the specified time period.  | <input type="checkbox"/> |
| Check the communications page to ensure that information is recorded and actions taken.  | <input type="checkbox"/> |

**\*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.**

**EEClive is used for the planning and Risk Assessment of visits.**