

Meare Village Primary

Off-site Visits Policy



Approved by:	Headteacher	Date: Nov 2021
Last reviewed on:	Nov 2021	
Next review due by:	Nov 2023	

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place outside 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 should 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/working 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 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.

EXTERNAL VISIT CO-ORDINATOR (EVC)

The role of External Visit Co-Ordinator is the key role involved in planning and management of all off-site visits. The establishment head will ensure that it has a trained External Visit Co-ordinator whose role is to:

- 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.
- Ensure competent staff lead and help with trips.
- Verify that all accompanying adults have been CRB 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 school's trained EVC is:

MRS GLENDA JONES

Other key stakeholders involved in an off-site activity are listed below. Further guidance on the roles and responsibilities for each stakeholder can be found on the SCC Outdoor Education website:

- Headteacher
- Visit Leader
- Teacher
- Adult Volunteer
- Young People
- Parent/Carer

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher and EVC 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 and EVC**. (**Governors will review delegation arrangements annually as part of Health and Safety Policy for the school.**)

RATIOS for visits are as follows:

Reception **1 adult : 3-6 children**
Years 1-2 **1 adult : 6-10 children**
Years 3-6 **1 adult : 10-12 children**
(a minimum of 2 staff are needed for any visits)

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.

RATIOS for visits are as follows:

All years **1 adult : 10-12 children**
(a minimum of 2 staff are needed for any visits)

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 or any activities involving the entering of open water by pupils or staff

Category C - Duke of Edinburgh's Award activities

Further guidance on the classification of visits can be found on Page 3 of the **Notification, Approval and Endorsement** document, found on the Outdoor Education website, or via the following link: <https://oeapng.info>

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.

When planning **Category A** activities, a record of the trip or activity on the European Education Consultants (EEC) website should be considered. However, a record within the school or establishment of a planned off-site activity should be kept, via the completion of a form such as the Visit information collection sheet – saved in the p:drive. (see appendix 2)

Category B and C activities 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 establishment's EVC and Local Authority endorsement.

Link to EEC:

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

Link to Outdoor Education and External Visits Website:
[SCCOEA - Home \(someset.org.uk\)](http://www.sccoia.org.uk)

Visit Plan

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum / development objectives
- Costings form
- Supervision/pupil ratios
- Itinerary where necessary
- Emergency contact details left in school
- Visit numbers slip left with school office

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 and adapted if necessary.

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

Key issues highlighted from risk assessments or safe working procedures completed for the trip/activity must be communicated to all adults/supervisors before the visit/activity commences.

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 a Driver Risk Assessment has been completed before visit.

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

If children are shorter than **135cm** a booster seat must be used. See Science cupboard for height check and booster seats.

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.

A series visit letter for local activities and trips is sent out in September each year listing locations likely to be visited during the next few years. If a payment is required, a further letter is sent out explaining the details of payments.

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 working day, the telephone number of a designated emergency contact should be provided. This would normally be the Headteacher or EVC.

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 if appropriate (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. Ratios may be increased if necessary to allow for the needs of individual children or if part of the risk assessment process.

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 and/or EVC, 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.

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

Signed _____ Date _____

FURTHER GUIDANCE AND HELP

[Health & Safety Executive: School trips and outdoor learning activities](http://www.hse.gov.uk/services/education/school-trips.pdf)

<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/>

Somerset Outdoor education and External visits page:

[SCCOEA - Home \(someset.org.uk\)](http://www.sccoia.org.uk/)

Appendix 1

Visit Leaders Check List

Must Do:

- Complete the costings form and seek permission for the visit from the Head teacher and EVC
- 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

- Ensure both the insurance box and the category of visit is selected.

- Itinerary to be completed for each stage of visit for visits involving travelling.
- Emergency contact number to be recorded for the visit - home and away.
- The visit must be submitted within the specified time period.

- All relevant details to be entered on EEC website as part of risk assessment
- Check the communications page to ensure that information is recorded and actions taken when using EEC website.
- Ensure that the External Visit Coordinator 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 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.

Should do (Helpful to trip planners in the future)

- On return rate your external provider and add comments on their performance by visiting the Provider details
- On return rate your transport operator and add comments on their performance by visiting the Operator details
- Monitor and evaluate the visit or activity to identify successes/whether the aims were met/learning areas for future trips

Appendix 2 – Costings Form

Meare Village Primary School EDUCATIONAL VISITS - PLANNING FORM

Use this form if you are planning an educational visit for your class. This form should be completed in conjunction with any other necessary forms as part of an off-site visit.

This is not a risk assessment.

Approval granted from EVC? Please speak to GJ before you complete this form – signature required	
Name of member of staff in charge of visit: Trip leader	
Names of accompanying staff/parents	
Year group and no. of children taking part:	
Ratio of adults to children Do you need extra supervision for SEND children? (see notes over page)	
Venue of visit: Is this endorsed by SCC? If unsure check EEC/ask SS	
Is this Category A/B visit?	
Proposed date of visit: Has this been added to SIMS?	
Educational reason for visit (please list area of learning & objectives)	
Has a pre-visit been carried out? If so when?	
Coach travel: Who and cost?	
Total cost of entry (including any additional costs):	
Total cost per child:	
Parental Contribution (per child):	
Any <i>agreed</i> PTA/school fund contributions towards costs?	
Lunches - have you checked whether children have ordered meals? Have you booked FSM children's meals?	
Have you spoken to any music teachers/any other visitors in school which this date may clash with?	

Are there any staff cover implications e.g. lunch, duties etc.	
Will children need additional clothes/footwear/equipment?	
Has a risk assessment been carried out using 'EECLive' and a copy given to SS/RB?	
Do parents know? Even if consent has already been given?	
Head's authorisation:	
Review of visit: (To be completed after the visit)	<p>How were the Learning objectives achieved?</p> <p>Any transport comments/concerns?</p> <p>How will you share the success? E.g. local press, work produced assembly etc...</p> <p>Was the visit good value for money?</p> <p>What would you share with other staff looking to go to the same place?</p> <p>Anything need sharing with OEA/SCC:</p> <p>Any changes for next time?</p> <p>Any other comments?</p>

P:\Staff\Risk Assessment & EXTERNAL VISITS\EXTERNAL VISITS\Costings for Educational Visit Planning.doc

Notes:

<p>Category A Visits/Activities</p> <p>RATIOS for visits are as follows: Reception - 1 adult : 3-6 children (minimum 2 staff) Years 1-2 - 1 adult : 6-10 children (minimum 2 staff) Years 3-6 - 1 adult : 10-12 children (minimum 2 staff)</p>	<p>Category B Visits/Activities</p> <p>RATIOS for visits are as follows: All years 1 adult : 10-12 children (a minimum of 2 staff are needed for any visits)</p>
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