

Huntspill Community Federation



OFF-SITE VISITS & ACTIVITIES



Lead Person: Derek Nevell
Committee: Teaching & Learning
Policy Date: Spring 2018

INTRODUCTION

Off-site visits/activities are arranged by or on behalf of a school or CYPD organisation, & would normally take place outside the establishment grounds. Teaching staff, governors & staff working with children believe that off-site activities can supplement & enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing & enriching our children's learning experiences. In this policy, we seek to establish a clear & coherent structure for the planning & evaluation of our off-site visits in order to manage & minimise risk, ensuring the safety & health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils & wherever possible to make them accessible to those with disabilities.

AIMS & OBJECTIVES

The aims of our off-site visits are to:

- Enhance curricular & 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, & enable them to grow & develop in new learning environments.

Residential visits enable children to take part in a wider range of outdoor & adventurous activities. Residential visits must only be undertaken with the endorsement of the Local Authority.

EXTERNAL VISIT CO-ORDINATOR (EVC)

The headteacher will ensure that it has a trained External Visit Co-ordinator. The EVC will be involved in the planning & management of all off-site visits.

The EVC will:

- Ensure that risk assessments are completed &, when appropriate, individual safety plans & safe working practices.
- Support the governing body in any decision on approval.

- Assign competent staff to lead & help with trips.
- Verify that all accompanying adults have been CRB checked.
- Make sure that all consent & medical forms are obtained.
- Keep records of visits.

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher & 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 & activities, has been delegated by the Governing Body to the Headteacher/EVC. Governors must review delegation arrangements annually as part of Health & Safety Policy for school.

Category B Visits/Activities

Approval for Category B visits or activities must be obtained from the Governing Body & the Headteacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority.

Classification of External Visits:

Categories A, B and C (Duke of Edinburgh Award) visits and activities, Notification, Approval and Endorsement clarification is available in the Outdoor Education and External Visits Website or via the link below:

<http://www.six.somerset.gov.uk/sccoea/content.asp?did=25626>

PLANNING A VISIT OR ACTIVITY

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

When planning **Category A** activities, a record of the trip or activity will be planned on a an 'External Visits Approval Form' (form included with policy).

Category B & 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 & Local Authority endorsement. Link to EEC:

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

Link to Outdoor Education and External Visits Website:

<http://www.six.somerset.gov.uk/sccoea/>

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

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.

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 & 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 to be provided with a list of everyone, pupils & 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 medical information provided & ensuring that pupils are both safe, well & 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 Headteacher measures to put in place to enable the pupil to take part, especially if part of the curriculum.

MONITORING & REVIEW

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

FURTHER GUIDANCE AND HELP

Health & Safety Executive: School trips & outdoor learning activities
<http://www.hse.gov.uk/services/education/school-trips.pdf>

The Huntspill Federation - External Visits Approval Form - Category A Visits

The external visit checklist is available from the [Outdoor Education & External Visits](#) website

Visit Leader: Visit Title:
Place(s) of visit: Purpose of visit: Date(s) of visit:
Has the appropriate permission been obtained from parents/guardians?
Existing knowledge of venue(s)? Exploratory visit undertaken?
You must answer yes to at least one of the above statements

- Please attach a copy of the outline plan/itinerary

Transport arrangements - if applicable - (including any transport company details):

Anticipated number of pupils (being taken): Male: Female: Total:
Age range:

- Please attach a list of pupils (including details of any with individual needs - SEN, medical)

Number of adults: Staff/pupil ratio:

- Please attach a list of adults

Have you completed the appropriate risk assessments?

- Please attach copy/copies of the appropriate risk assessments to this form

The risk assessment(s) **must** be shared with all adults taking part in the external visit.

Emergency contact details/arrangements

Name:
Address:
Telephone Numbers:

The **Visit Leader** has completed the planning for this external visit utilising the appropriate safe practice guidance (see [Outdoor Education & External Visits](#) website). *Consideration has been given to any participants with individual needs (SEN, Medical, Disability).*

Signed: (Visit Leader)

Date:

The **EVC/Headteacher** has checked that the planning & procedures are appropriate for the visit to proceed and therefore **approves the visit**

Signed: (EVC/Headteacher)

Date: