



"Achieving The Best For All"

# Off-site Visits Policy

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<b>Date Due for review:</b>	September 2026

## **Rationale**

Children's learning and development is enriched and extended by educational visits off the school site. Such visits can provide an enjoyable and motivating experience from which further learning in school can be developed.

## **Aims**

For pupils to:

- Broaden their educational experience through activities off the school site appropriate to their age and ability.
- Extend their learning through making links between classroom learning and outside experiences.
- Develop their awareness of interesting and educational opportunities beyond school.
- Experience out of school activities within a supervised peer group. It is the school's aim that all pupils will take part in educational visits. Appropriate adaptations will be made wherever possible to accommodate pupils with special needs or disabilities. Alternative venues will be considered if a venue is unable to cater for a pupil with a disability.

## **Safety**

- The safety of pupils is the most important consideration. It is vital to maintain safety consciousness and safe working practices.
- Good planning, thorough risk assessment and attention to safety can lessen the likelihood of accidents.

These guidelines must be followed:

### **Before the visit**

– Planning and Risk Assessments

Sites or activities selected should be appropriate for the age and abilities of the class/group. Activities should be educational and lead to pupils developing new skills or knowledge. Before any visit is arranged, the headteacher must give permission for the visit and a Risk Assessment completed, detailing actions to be taken to reduce any significant or medium risks.

For some organised venues the venue should be asked to produce their own risk assessment. Even when visits are regularly made a new risk assessment sheet should be completed taking into account any new factors such as particular pupils with challenging behaviour who may need special arrangements, or a change to the itinerary.

For reasons of safety and educational planning, at least one of the accompanying teachers should have made a recent prior visit to the venue. The centre or activity provider must be known and vetted (if not sure check with Outdoor Education Team)

The risk assessment sheet must be completed and handed to the headteacher 1 week prior to the date of the educational visit and should take account of the following

Numbers and ages of pupils involved

- behaviour of pupils
- pupils with medical conditions

- previous experiences of the group in undertaking off-site visits
- time of day and the time of year - clothing
- travel arrangements
- hazards of the environment being visited
- numbers, experience and quality of accompanying staff and volunteers; with first aiders identified
- nature of the activity;
- ratio of adults to pupils.

### **Minimum ratios**

Key Stage 2 and above 1:12.

We strive for 1:10 with a minimum of 1 teacher without a group responsibility. Risk assessments may be required for individual pupils, for example, for pupils with challenging behaviour or for pupils with special needs, medical conditions or disabilities.

### **Responsibilities**

The headteacher has overall responsibility for ensuring that the management of visits and ventures meets the regulations and guidance, as well as conforming to the school's own Health and Safety Policy.

### **Educational visits co coordinator**

The key functions are to support the headteacher in the management of educational visits ensuring that guidance and regulations are followed.

The EVC will:

- keep an updated list of staff and their qualifications
- keep a list of staff with First Aid qualifications
- keep a record of educational visits and risk assessments for each off-site activity.

The Governing Body

- ensures that effective arrangements are in place

The Group Leader

- In order to book a trip, group leader must provide office with dates as well as any extra 1-1 adults required.
- one qualified teacher accompanying the visit will be designated as the "group leader" and will have overall authority for the visit.
- the group leader has overall responsibility for the administration, programme, supervision and conduct of the visit.
- the group leader must have lists of pupil and adult names. Telephone numbers of next of kin of all members of the group must be recorded and a copy left with the office staff.
- group leaders must always carry a mobile phone.
- consent forms, must be readily available at the school. These must include any last minute amendments.
- the group leader must record the names of children and adults on respective coaches. A similar list must be readily available in the school office.
- all adult helpers accompanying the visit should be given lists of pupils and adults on the visit.

3 weeks prior to the visit:

- Group leader to give trip permission letter to the office to be sent out to parents
- Group leader to visit the site to confirm and agree timetables and emergency arrangements including refreshments

2 weeks prior to the visit:

- Group leader completes risk assessment and gives to Headteacher
- Class teachers inform parent if they require their help
- Office prints out list of available parent helpers who are DBS checked
- Group leader confirms size of coach with office

10 days prior to the visit:

- Class teachers give list of their groups to the office with linked staff/volunteers including any children needing 1-1

1 day before

- Prepare all medicines including rucksacks and individual medicines (along with children's protocols)
- Office staff print off list of lunch orders and give to lead teacher
- Prepare high visibility vests if appropriate

On the day

- Register children
- Group leader meets with parent helpers to outline etiquette of school trips
- Ensure helpers have risk assessments and information packs
- Ensure office has required information (emergency numbers etc)
- Count children on and off coach and ensure each coach has medical/first aid needs
- Ring when you get to the venue

### **Volunteers**

Class teachers will decide which volunteer helpers to take on an off-site visit. Only those volunteers deemed to have the skills required to be responsible for children should accompany a visit. Not all volunteers are suitable. If there is any doubt, teachers should discuss their concerns with the headteacher or EVC. All volunteers must be DBS checked. The group leader needs to ensure that all volunteers are fully briefed with the requirements of the visit.

This needs to include:

- their exact role and responsibilities
- a guide to the supervision strategies used
- who to report to, work with and communicate with
- a guide to behaviour management as appropriate
- an understanding of their duty of care
- particular guidance relating to pupil safety including direction regarding taking pupils to public places including arrangements for toileting

Parents supervising an off-site activity must not bring other children (e.g. Pre-school children with them)

### **Information to Parents and Parental Consent**

Parents may be asked to give a voluntary contribution towards the cost of the visit. Children should still participate in a school visit even when a parental contribution has not been received. The parent must still give permission. In unforeseen circumstances where a trip needs to be cancelled for any reason, the contributions should be returned.

### **Transport**

The transport arrangement forms a vital part of the off-site visit and the risk assessment considerations. All coaches are required to be fitted with seat belts. Buses and coaches should only be booked from reputable companies.

- The group leader must record the coach registration numbers and the names of children and adults on respective coaches.
- Children should not sit on the front seats, next to an emergency exit or on the centre seat at the rear of a coach/bus for safety reasons.
- Children must sit down, wear seat belts and stay in their seats until the journey is over and they are told they may leave the coach. They should be told where to assemble on leaving the coach.
- A head count must be undertaken as children enter and leave the vehicle.

### **Behaviour Expectations**

Behaviour expectations of pupil behaviour off-site are the same as in school and group leaders need to be very clear about the steps that they will take in the event of poor behaviour. If a child's behaviour in school could cause risk to that child or others in the group, the child should not be taken off-site unless the headteacher is satisfied about the child's future conduct. The child's parent/carer may be asked to accompany the child on the visit. Any decision not to take a pupil on an off-site visit must be documented in the risk assessment.

### **First Aid and Medical**

A nominated first-aid trained person should accompany the group. A travelling first-aid kit must also be brought including first aid medicines for specific children with needs. All medicines must be carried by teachers or teaching assistants. Inhalers can be carried by parent helpers. Accident, incident and emergency procedures A serious accident or incident is defined as:

- An accident leading to a, serious or multiple fracture, amputation or other serious 6 injury or fatality or
- Circumstances in which a group member might be at serious risk or have a serious illness or
- Any situation in which the press or media might be involved.

In the event of an accident;

- The leader must telephone EMERGENCY SERVICES.
- If one child is injured, a teacher must accompany them to hospital and the school must be informed immediately by the 'second'.
- The Headteacher will then contact parents.
- In the event of an accident involving a larger group of people, the Deputy Headteacher or a Year Leader will assume responsibility of the school and the Headteacher will go to the scene of the accident.
- The Deputy Headteacher and the Administrative Officer will contact all parents and the Chair of Governors as directed by the Headteacher, and will remain at school until contacted by the Headteacher or Chair of Governors.

## **Lost Child Procedure**

In the unlikely event of a child going missing on an outing, the following procedure will apply immediately:

- all staff present will be informed and an immediate thorough search of the area, ensuring that all other children remain supervised throughout.
- if appropriate, on-site security will also be informed and a description of the child/children given.
- the designated person in charge will then inform the headteacher, who will contact the parent/carer, giving details of what has happened.
- at least one member of staff will remain on the scene. This member of staff remaining at the scene will meet the Police and parents/carers when they arrive at a designated meeting point.
- after the situation has been resolved, staff will review the reasons for it happening and ensure measures are taken to minimise the risks.

## **Insurance**

When an off-site educational visit is undertaken as part of the normal school curriculum, insurance arrangements for the school prevail. A full copy of the school's insurance cover is available in the school.