



The Gateway Primary Academy

Policy for Off-Site Educational Visits

March 2023

Introduction

Experiences gained by pupils through off-site educational visits are viewed as an important part of a pupil's education. They can support and enrich the school-based curriculum through meaningful and relevant first hand experiences.

Throughout their time at school pupils are given the opportunity to participate in some or all of the following:

- Day or part-day visits in the immediate locality
- Day or part-day visits travelling beyond the immediate locality
- During school and after school sporting events.
- Swimming pool visits.
- Environmental visits and field studies.
- Residential visits.
- Adventurous activities.

The following guidance is used by the academy in planning all offsite visits: **Health and Safety of pupils on Educational Visits - A handbook for group Leaders.**

Off-site visits and activities are only approved by the headteacher if they are directly related to the curriculum.

The legal framework

Most school visits will fall with the normal school day and therefore are included, as teachers 'directed time'. Staff cannot be required to supervise activities out of directed hours and therefore a request for volunteers will be made in the event of an off-site visit being made out of school hours.

The employer has a duty of care for the health and safety of staff and pupils at all times. A risk assessment will be carried out when planning all off-site activities, and measures to control risks communicated to all staff, volunteer helpers and pupils involved.

Staff have a common law duty to act 'in loco parentis' (as a reasonable parent) when supervising pupils on school visits. Staff and volunteer helpers are afforded insurance cover under the academy's liability, public liability and personal accident policies on the understanding that they undertake their professional duties within school guidelines and follow actions detailed in any offsite visit risk assessment.

Responsibilities

- **The Board of Governors** are responsible for approving any offsite activity lasting more than 24 hours and involving overnight stay, any adventurous activity and journeys abroad. Approval for routine offsite visits during the school day is delegated to the headteacher.
- **The Headteacher** will ensure all offsite visits are well planned and organised and risk assessments are carried out. If responsibility for organisation of a school visit is delegated to a class teacher, the headteacher will ensure that that person is competent to undertake the activity and fully understands his/her responsibilities.
- **The Educational Visits co-ordinator** (School Administrator) will be responsible for booking offsite visits, arranging transport, ensuring a risk assessment is completed and preparing the visit documentation pack.
- **The activity leader** (class teacher) has full responsibility for the safe running of the activity including seeking prior agreement for the activity to take place, following school guidelines, carrying out a risk assessment and ensuring all participants are fully aware of their roles and responsibilities.

Risk Assessment

When planning an offsite educational visit a risk assessment is carried out by the activity leader with support from the Educational visit co-ordinator (School Administrator) to ensure that where it is 'reasonably practicable' elimination or alleviation of any identified risks is achieved. A written record of these risks is kept for future visits. All risk assessments are checked and authorised by the Headteacher.

Reference is made to the following sources when planning Offsite Educational Visits.

- DFE guidance; Health and Safety of pupils on Educational Visits (HASPEV)
- KCC Outdoor Education Unit

Planning

All offsite visits are carefully planned to ensure they meet the expected educational value. The full cost of the visit will initially be worked out and viability of the visit considered before any bookings are confirmed.

Visit documentation (Offsite Visit and Emergency Contact folder)

A visit pack is prepared by the school administrator for all offsite visits and kept by the visit leader.

The pack includes:

- Pupil school trips and medical consent forms
- Register
- School contact details
- List of pupil medical needs and any medical care plans
- Details of children with specific medical conditions (e.g. allergies(epipens) diabetes)
- Visit risk assessment
- Any guidance/information from visit provider
- Parent helper information/ guidelines

Pre-visits

The location of all offsite activities will be visited beforehand by staff to consider the following:

- Parking arrangements
- Lunchtime arrangements (wet and dry weather)
- Risks associated with variable weather/conditions
- Travel time to/from the location
- Possible hazards, ie traffic, animals, fencing, rough/slippery surfaces etc
- Toilet facilities
- Costs of entry to venue.

Any risks identified in pre-visits are reported to the School Administrator for inclusion in the off-site visit risk assessment.

Any risk assessments provided by the provider are to be included in the visit documentation and referred to in the visit risk assessment.

Transport

The following travel arrangements will be considered for offsite visits:

Coach

Coaches are booked well in advance and arrangements confirmed in writing.

Parent cars

When private cars are used to transport pupils the insurance cover, driving licence and road tax of the vehicle owner/driver are checked to ensure documents are valid. Insurance details and driving licences are photocopied and kept in the school office.

Drivers are asked to sign a form confirming documents are current and valid, that the car transporting pupils is roadworthy, has a current MOT and is taxed. Driver is aware that they are aware of their legal responsibility for the safety of those in their car.

All cars must be fitted with seat belts (one per child) and parental permission is sought for children travelling in parent's cars.

Staff cars

Where a car is owned/used by a member of staff, the member of staff's driving licence and insurance must be checked to ensure it is valid. The policy must include business use.

In the event of young children being transported then car booster seats are used as appropriate.

Parental permission

When a child is admitted to school parental permission is sought for attendance on all school trips this includes permission for any medical treatment that may be necessary and emergency contact details. These permission forms are updated annually.

The leader in charge ensures these forms are taken on the visit.

Parents are given full details of the visit, including transport and time their child will be offsite well in advance of the visit.

Staffing

- Grouping arrangements should ensure a staff pupil ratio of 1:6 for pupils in YR, Y1, Y2, Y3 and 1:10 for pupils in Y4, Y5, Y6
- Consideration will be given to increasing these ratios in response to risk assessment i.e taking the nature of the activity, site or pupil needs into account.
- The leader in charge must be a teacher.
- One member of the party will be designated as first aider
- All staff and parent helpers are briefed before the visit with the following information
 - Purpose of the visit
 - Standards of behaviour expected
 - Level of supervision, children are accompanied at all times.
 - Details of any likely hazards and the management of any risks
- Student teachers (over 18) can be included as supervisors.

The day of the visit

The activity leader ensures:

- Group lists, consent forms, telephone numbers and risk assessment are taken (visit pack)
- Children are informed of their groups and team leader.
- All children have a packed lunch (if appropriate).
- Written instructions are provided for parent helpers, including the importance of accompanying the children in their care at all times.
- First aid provisions, including any medication/asthma inhalers are organised.
- Children receive safety instructions and are briefed on expectations of behaviour
- A register is taken before children leave school and again before leaving the venue for the return trip.
- Staff check all children have seat belts secured before coach/car begins the journey.
- A mobile phone is taken on the visit in case of emergencies, to inform the school of safe arrival and any transport delays.
- When the party has arrived at the venue the leader will check all groups/helpers/staff are aware of safety information, meeting points, timings and how to contact the team leader in the event of an emergency. The group leader contacts school to report safe arrival.

Emergency procedures

The headteacher is contacted immediately in the event of any emergency. Any injuries to a pupil or member of staff on an offsite visit must be reported to the headteacher.

Farm Visits

When visiting places with animals all staff and supervisors must be made aware of the risk of infection by an organism called cryptosporidium that can be contracted from contact with animals.

The leader will ensure the farm has adequate hand washing facilities and that the children and adults wash hands after any contact with animals and before eating.

Lunch facilities must be well away from areas used by animals.

Coastal Visits

Additional risk assessment is undertaken for any coastal visits involving pupils working on a beach location.

This includes full assessment of hazards such as weather conditions, tides, sandbanks, cliffs etc

Pupils are not permitted to swim or paddle in the sea.

Swimming

The academy will follow KCC Safe Practice in School swimming and Water Safety Policy (Appendix 2) and ASA guidelines for school swimming.

A risk assessment will be in place.

Staff will be fully trained in teaching swimming.

Residential visits

Approval is sought from The Board of Governors for residential visits or visits abroad. The visit is planned using the document Safe Practice of Offsite Activities section A7.

Governors will only approve visits to a provider with an **accredited** LOTC badge.

School leaders are expected to make a pre-visit to the centre to ensure checks are made and risk assessments are completed.

Prior to the residential visit a meeting will be held with parents and a visit booklet will be provided with full details of the trip. Consent and medical information forms will be completed by parents prior to the trip.

Procedures will be in place for **emergency contact during the visit**.

Insurance cover will be taken out to cover risks arising from cancellation, loss of personal possessions, personal accident and medical expenses for residential visits. Parents are fully informed of the nature and extent of any insurance taken out on their behalf.

Voluntary contributions

The school will request voluntary contributions from parents to cover the cost of offsite visits, up to a maximum agreed by governors under the Charging Policy. A subsidy may be made from the curriculum budget when necessary.

In circumstances where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the trip and return any contributions made. Further details can be found in the Charging Policy.

Pupil Premium funding will be used to fund offsite visits, including swimming, for pupils eligible for Free School Meals.

Communication of Policy

This policy will be communicated to all staff and a copy held in the school office. A copy will be made available for parents on the academy website.

Review

This policy will be reviewed in January 2024 or earlier if required.

Visit Checklist

Things to do before the visit:

- Discuss visit with the Headteacher
- Carry out a risk assessment
- Book and confirm travel arrangements
- Send out information/permission slips to parents including clothing to be worn, lunch and money requirements etc.
- Arrange parent helpers
- Allocate children to groups
- Liaise with first aiders to find out which children need medication with them
- Prepare brief for helpers including reason for visit, behaviour expectations, maps, names of children in the group, timings etc.
- Prepare worksheets/activities to be undertaken on the trip.

The day before:

- Ensure **ALL** permission slips have been signed and returned and that specific permission has been given for children travelling in parents cars (if this applies to your visit).
- Collect first aid kit from the first aider
- Ensure you have access to a mobile phone
- Put worksheets on clipboards and collect resources - pencils, rubbers etc and put in bags for each group
- Pack spare clothes (if very young children)

Before you go:

- Collect class list/register and consent forms from the office.
- Inform children of their groups
- Tell the children about the worksheets/activities that they will be doing
- Check that everyone has a packed lunch (if appropriate)
- **Remind the children of appropriate behaviour and safety issues**
- **Collect all prepared resources including first aid kit**

- Ensure all helpers are familiar with the activities, the children in their group and have maps, timings, etc
- Take a head count as the children get on the coach/minibus
- Check all seat belts are done up and ensure no children sit in the front row

When you arrive:

- Contact the school to notify safe arrival
- Check children are safely with group leaders

As you leave:

- The register must be taken before you leave the site
- Contact the school with the details of any delay