

# Off-Site Activities & School Visits Policy



**Normand Croft** Community School

**An International Family of Learners**

**Ageed and adopted by:** Finance & Resources Governing Body

**Date:** 24.02.2020

**Next review:**

**Policy revisions :**

## **1. Introduction**

- a. Off-site visits are activities arranged by or on behalf of the school, and which 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 which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- b. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for 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 day.

## **2. Aims and objectives**

- a. The aims of our off-site visits are to:
  - i.* enhance curricular and recreational opportunities for our pupils
  - ii.* provide a wider range of experiences for our pupils than could be provided on the school site alone
  - iii.* promote the independence of our children as learners, and enable them to grow and develop in new learning environments.
- b. These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

## **3. Curriculum links**

- a. For each subject in the curriculum, there are a range of possible corresponding off-site activities (which includes visits to the school by specialists) eg.:
  - i.* English – theatre visits, visits by authors, poets and theatre groups;
  - ii.* science – use of the school grounds, visits to botanical gardens;
  - iii.* mathematics – use of shape and number trails in the local environment;
  - iv.* history – castle visits, study of local housing patterns, local museums;
  - v.* geography – use of the locality for fieldwork, Urban Studies Centre;
  - vi.* art and design – art gallery visits, use of the locality;
  - vii.* PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
  - viii.* music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents and carers to hear;
  - ix.* RE – visits to local centres of worship, visits by local clergy;

- x. PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

#### 4. Residential activities

- a. Children in Year 6 have the opportunity to take part in a residential visit. We currently do not make any charge for this activity.
- b. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We only use organisations that are accredited and provide qualified instructors for all specialist activities that we undertake.

#### 5. Organising a visits

- a. The majority of off-site visits will be organised by class teachers employed by the school. Any proposed visit should be discussed with a member of the SLT having checked the school diary for clashes, and prior to detailed planning taking place. SLT will agree the trip and ask that the proposed date be entered in the school diary located on the reception desk.
- b. Following the initial discussion visits will only take place if:
  - i. a risk assessment (RA) is completed (regular visits e.g. to the local pool will not require a new RA every time but will be covered by a regular/generic RI)
  - ii. staffing (this may be a combination of school staff, parents/carers and other staff contracted by the school) is agreed. Please note, any adult likely to be left in sole charge of children at any point in the visit will be required to hold a valid DBS;
  - iii. all necessary permissions and any information on medical needs are obtained.
- c. It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

#### 6. Risk assessment

- a. A RA should be carried out by the visit organiser/group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The RA should be based on the following considerations:
  - i. What are the hazards?
  - ii. Who might be affected by them?
  - iii. What safety measures are needed to reduce risks to an acceptable level
  - iv. Can the group leader put the safety measures in place?

- v. What steps will be taken in an emergency?
- b. Staff planning an off-site activity should consider making a preliminary visit to the venue, in order to carry out an on-site risk RA.
- c. It is also important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group.
- d. The site's suitability with regard to the age and any particular needs of the children, should be considered, and a copy of the venue's own approach to security and to health and safety requested.
- e. Venues providing instructor-led activities will have their own RA's for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.
- f. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit when completing the RA form.
- g. The cost of any preliminary visit will be borne by the school, and should be built into the overall financial arrangements for the visit itself.
- h. An activity should normally have sufficient adults taking part to provide the following minimum ratios:
  - i. 1 adult to between 10 and 15 pupils in Years 4 to 6;
  - ii. 1 adult to 6 pupils in Years 1 to 3;
  - iii. 1 adult to 3 pupils in Early Years.
  - iv. Any trip will require a minimum of two adults (unless a lower ratio is agreed by a member of SLT). However, these are minimum requirements, and may not provide adequate supervision in all cases.
- i. An RA must also cover transport to and from the venue, and may include, for example assurances from the coach company of:
  - i. the provision and required use of seat belts;
  - ii. proper DBS vetting of the driver;
  - iii. proper insurance for the driver;
  - iv. details of first aid and emergency equipment;
  - v. breakdown procedures.
- j. A copy of any completed RA will be lodged in the appropriate folder on the school 'Curriculum/Shared' (T) drive. A hard copy of the RA should be read by all adults taking part in the visit and then signed to confirm they understand the arrangements.

The signed copy should be given to the school business manager.

## **7. Transport**

- a. Transport arrangements will allow a seat for each member of the party. It is our policy to insist that seatbelts be worn by all those participating in the visit.

## **8. Communication with parents and carers**

- a. The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers provide generic permission for day-time trips when they sign the admissions form for the school, however organisers are encouraged to write to parents outlining what the activity will entail, particularly if children are to arrive back at school outside school hours.
- b. No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents and carers will be informed of this principle through the school prospectus and letters sent home about intended visits.

## **9. Further health and safety considerations**

- a. All adults accompanying a party must be made aware, by the visit organiser, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number.
- b. Before a party leaves school, the school office will be provided with:
  - i. a list of everyone, children and adults, travelling with the party
  - ii. expected return time
  - iii. any available programme and timetable for the activity
  - iv. contact number for the visit organiser/group leader
- c. The safety of the party, and especially the children, is of paramount importance. During the activity, the group leader must take whatever steps are necessary to ensure that children are both safe and well looked after at all times

## **10. Checklist for a Group Leader organising an off-site visit:**

- a. risk assessment;
- b. report on preliminary visit;
- c. general information, including class list, contact details, mobile phone numbers, medical packs for any child requiring medication
- d. travel schedule
- e. accommodation plan (if required)
- f. itinerary/overview of plan of activities for the visit
- g. intended arrangements for supervision

- h. emergency contact arrangements
- i. understanding of school’s Missing Child policy
- j. first aid box

**11. Evaluation**

- a. Each off- site activity will be evaluated in relation to safeguarding, first aid, health & safety and learning outcomes.

**12. Monitoring & Review**

- a. This policy is monitored by the P&Q committee and will be reviewed via the committee policy review cycle every three years or sooner should details substantially change.

**13. Legislation:**

Please also refer to:

***Safeguarding and ChildProtection Policy*** on school website

[www.normandcroftschool.co.uk](http://www.normandcroftschool.co.uk)

***First Aid Policy*** on school website [www.normandcroftschool.co.uk](http://www.normandcroftschool.co.uk)

***Medical Conditions and medicines*** on school website [www.normandcroftschool.co.uk](http://www.normandcroftschool.co.uk)

**For further information please refer to Local Authority website:**

<http://www.lbhf.gov.uk/Directory/Education and Learning/Schools and Colleges/School Staff Zone/141759 School health and safety guidance documents.asp>

<p>DfE September 2014 <i>Includes links to updated guidance</i></p>	<p>Statutory policies for schools Guidance on the policies and documents that governing bodies and proprietors of schools must have.  <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a></p>
<p>DfE Latest version August 2018</p>	<p>Working together to safeguard children Statutory guidance on inter-agency working to safeguard and promote the welfare of children.  <a href="https://www.gov.uk/government/publications/working-together-to-safeguard-children--2">https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</a>  <i>Also includes links to <u>transitional arrangements</u> and the <u>statutory framework</u>.</i></p>

<p>DfE</p> <p>Last updated May 2018</p> <p><i>September 2018 version</i></p>	<p>Keeping children safe in education          Statutory guidance for schools and colleges on safeguarding children and safer recruitment.</p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p><i>Includes link to part 1 for staff.</i></p>
<p>OEAP</p> <p>Online resources and information</p>	<p>National guidance for the management of outdoor learning, off-site visits and learning outside the classroom.</p> <p><a href="http://oeapng.info/evc/">http://oeapng.info/evc/</a></p>