

# Grendon CE Primary School

## Off-Site Visits Policy

At Grendon a range of visits are provided to enrich learning. Such visits play an important part in promoting the personal and social development of pupils as well as contributing to the understanding and learning of specific National Curriculum Subjects.

The Governors at Grendon School value the experience of enrichment visits to the extent that consideration is made each year to financially support such activities from funding provided by the parents and additional fund raising.

This policy document sets out the organisation of off-site educational visits at Grendon and is followed by staff and governors when any off-site visit is made.

### **1. Responsibility**

The Governing Body is responsible for the health, safety and welfare of all those involved in its off site visits. This cannot be delegated and it requires the governing body of the school to adopt an agreed policy for off-site visits.

**The governing body of the school requires the head teacher to ensure that the adopted Policy is fully and properly implemented each and every time a group of pupils leave the premises.**

#### **1.1 Governing Body**

The Governing Body will ensure that:

- The visit has a specific and stated objective
- Plans for the visit comply with this policy

#### **1.2 Head Teacher/EVC**

The Head Teacher is also the EVC for the school. They will ensure that:

- Adequate child protection procedures are in place
- All risk assessments are completed and signed off by the EVC, governing body and, if necessary, the Outdoor Education Adviser.
- All staff are sufficiently trained and competent to lead or participate in a visit.
- All participating adults hold valid DBS certificates.
- Appropriate parental consent has been gained.
- Medical needs and SEN of all pupils has been considered.
- Adequate first aid is available.
- The mode of transport is appropriate.
- A suitable itinerary has been produced.
- Emergency procedures are known and are followed.

#### **1.3 Group Leader**

One teacher, the group leader, will have overall responsibility for the supervision and the conduct on the visit and will have regard to the health and safety of the group. The group leader will be approved by the head teacher.

The group leader will:

- Obtain the Head Teacher's prior agreement before any off site visit takes place
- Follow the procedures outlined in this policy
- Ensure that all relevant documents are uploaded to the online portal and that the EVC (and outdoor education advisor, if Category C) approves visit.

#### **1.4 Teachers**

Teachers will work under the direction of the Group Leader.

### **1.5 Adult Volunteers**

Non-teaching Adults on the visit will be clear about their roles and responsibilities.

They will:

- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Work under the direction of the Group Leader and teacher supervisors
- Alert the Group Leader if they become concerned about the health or safety of pupils

### **1.6 Pupils**

The group leader will make it clear to pupils that they must:

- Must not behave in a way that endangers themselves or others.
- Follow instructions of the supervising adults or those at the venue of the visit

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways wherever possible.

### **1.7 Parents**

Parents will be able to make an informed decision on whether their child should go on a visit. The Group Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

The group leader will also tell parents how they can help prepare their child for the visit, for example, by reinforcing the school's expectations of behaviour.

Parents must:

- Provide the Group Leader with emergency contact details
- Sign the school consent form
- Give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit.
- Organise any medication and sign the relevant forms to give staff permission to administer medication.

## **2. Planning Visits**

### **2.1 Risk Assessments**

The Group Leader is responsible for completing risk assessments which should be approved by the Head Teacher in advance.

When assessing the risks, the Group Leader will take into account the following factors:

- Location, routes and mode of transport
- Competence, experience, fitness and qualifications of supervisory staff
- Ratios of teachers and supervisory staff
- Age, competence, fitness and temperament of group members
- SEN and medical need of pupils
- Quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to continue
- The need to monitor risks throughout the visit
- Obtain documentary evidence that activity organisers/tour operators have assessed the risks of their provision and have appropriate safety measures in place.

The Group Leader will ensure that copies of all risk assessments are given to accompany teachers/supervisors on the visit. A copy of each assessment will be stored electronically on the online reporting system.

On-going Risk Assessments will take place throughout the visit. In the event of changes to the risks to the group, a decision by the Group Leader to abandon the visit or terminate the activity may be made.

A Category C Visit application will be completed for all visits which are deemed to include adventurous activity eg; visits that take place near open water. Authorisation, in this case, will be required by the outdoor education adviser.

## **2.2 Exploratory Visit**

It is desirable that an exploratory visit be made by a Group Leader who is unfamiliar with the location in question to ensure that the visit is suitable.

In some cases, the school will take new groups of pupils to the same location each year. As some factors change from year to year, re-assessment will take place.

## **2.3 Finance**

Parents are asked for a contribution towards the cost of all trips. Whilst this is voluntary, without it the trip would not take place. The school will support through fund raising and on occasions with school budget/fund to balance the costs and reduce these to a minimum for parents.

## **2.4 First Aid**

For all visits, at least one adult will be a fully trained paediatric first aider and they will be responsible for managing medicines and for the provision of a suitably stocked first aid kit.

## **3. Supervision**

### **3.1 Ratios**

There is no legal ratio of adults to children. Our Risk Assessments take into account the nature of the visit and the length of travel / time. After assessing these factors, then an appropriate ratio is agreed.

### **3.2 Parents/Volunteers**

Parents and volunteers will be carefully selected and always known by the school. For the effective safeguarding of both adults and children all volunteers require a DBS check.

### **3.3 During the visit**

Supervision during the visit will be documented in the relevant risk assessments.

## **4. Communicating with parents**

Parents will be informed in writing of any off-site visit, with the exception of spontaneous visits accessible by walking within Grendon (as prior consent has already been gained).

Parental consent is always required for all off site visits. If parents withhold consent, pupils will not be taken on the visit but the curricular aims of the visit will be delivered in other ways, if possible.

For residential visits, an information meeting for parents will be held.

### **4.1 Medical Consent**

As part of the parental consent form, parents will be asked to agree to their child receiving appropriate medication and also emergency treatment. If parents do not agree to this, the Head Teacher reserves the right to withdraw the child from the visit.

### **4.2 Contact with Parents**

All communication between parents and those on a school visit will pass through the school office.

## **5. Transport**

The EVC is responsible for satisfying himself that all travel arrangements are suitable for the nature of the visit. All coaches and minibuses will be fitted with a seat belt for each child.

### **5.1 Private cars**

Teachers and others who drive pupils in their own cars during school hours will ensure their passengers' safety, that the vehicle is road worthy, and that they have appropriate licence and insurance cover for carrying the pupils. A current DBS certificate and a valid driving license must be shown to the school office staff, who will log these details on the SCR.

All adults transporting children during school hours will be required to satisfy themselves that they hold the relevant, additional insurance to transport pupils during school hours.

### **5.2 Self Drive Minibus**

The driver is responsible for the minibus during the visit. The driver will be qualified to drive the minibus and have a valid and clean driving licence. An additional member of staff will travel in the minibus to ensure the safety and behaviour of the pupils. Currently, our MIDAS trained driver is John Wayland.

## **6. Insurance**

All off site visits are insured by NCC.

## **7. Types of Visits**

### **7.1 Category A Visits**

These visits are close to the school, done on a regular basis involving environments known to the staff. It would include activity that is "normal in daily life". Examples include walks and exploring the area near to the school site, visits to the local church and other regular non-complex activity. It can also include transport if needed.

Category A visits should be 'self approved' by the Head Teacher.

### **7.2 Category B visits**

These visits are to areas beyond the local area involving more complex environments and activity and will be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity.

Category B visits should be 'self approved' by the Head Teacher.

### **7.3 Category C visits**

Visits including the components below are Category C visits:

- Residential visits
- Overseas visits
- An activity involving water
- Adventure activities

It is not possible to provide a completely definitive activities list. It would include outdoor adventure activity including activity on hills and mountains, rock faces both natural and artificial involving ropes, adventures on water or field studies involving water, activity underground, motor sports, horse riding, archery and shooting, and paintballing.

Category C visits require additional authorisation by the Outdoor Education Adviser. In the case of Grendon CE Primary School, this will be Tony Kidd at Plumsun.

## **8 Emergency Procedures**

Teachers in charge of pupils during a visit have duty of care to make sure that pupils are safe and healthy. They also have common law duty to act as a reasonably prudent parent would. Teachers will not hesitate to act in an emergency and to take life saving action in an extreme situation.

The School's Emergency Procedures and NCC guidance on critical incidents will be followed.

## **9. Continuing Professional Development**

The EVC supports staff in planning and risk assessing of off-site visits.

Ensuring that all staff are given the opportunity to take part in visits allows them to learn from colleagues in preparation for leading visits themselves. The Head Teacher will ensure that all Group Leaders are competent and have relevant experience and qualifications.

## **10 Evaluation, Review and Monitoring**

In order to ensure that off-site visits provide safe and purposeful activities for pupils, staff are asked to discuss the day trip / residential on return, with the Head teacher. It may also be possible to ask pupils to evaluate a trip, either through discussion or through a questionnaire.

As part of the monitoring process, these evaluation forms will be used to help inform whether the trips that the school offers represent value for money, meet curricular aims in the most appropriate way, and also be used to review the school's procedures for health and safety on educational visits.

## References

*Health and Safety of Pupils Educational Visits (HASPEV); a good practice guide DFES 1998*  
*NCC Off Site Visits Guidance NCC October Ref DfEE 0197/2000*