



NORTH NEWTON COMMUNITY PRIMARY SCHOOL



POLICY FOR OFF-SITE VISITS AND ACTIVITIES

INTRODUCTION

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place outside the establishment grounds. Teaching staff, governors and staff working with children and young people believe that off-site activities can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring 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/working day.

AIMS AND OBJECTIVES

The aims of our off-site visits are to:

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

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by the Local Authority.

Residential Activities

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

ROLES AND RESPONSIBILITIES

The key role involved in the planning and management of all off-site visits is the External Visit Co-ordinator. The establishment head will ensure that it has a trained External Visit Co-ordinator, whose role is to:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been CRB checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

The school's trained EVC is:

NICK ARNOLD – HEAD TEACHER

Visit Plan

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details.

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 and sufficient.

As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

Transport

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that [Driver Risk Assessment \(F14a\)](#) has been completed before visit.

Using vehicles belonging to parents is discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) **must** be completed and a CRB check performed before the visit/activity takes place.

Communication with Parents

The parents of young people 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 and 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/establishment Office to be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (print out of the summary sheet from software).

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 information provided by medical questionnaire returns, and ensuring that pupils are both safe, well and looked after at all times.

Visit/Activity Information Collection Sheet

School/Establishment: Visit Title: *e.g. Kolve Residential*

Visit Aims and information:

What is the aim of the trip: _____

What is the age range or Year Group of the participants: _____

Emergency contact details: _____

*(Group first point of contact
in event of emergency)* _____Visit Category: A B C <https://slp.somerset.gov.uk/sccoe>

Departure Date: _____ (e.g. dd/mm/yyyy) Departure time: _____ (e.g. 09:00)

Return Date: _____ Return Time: _____ (e.g. 17:00)

Does the trip follow the LA guidelines on External Visits? Yes No <https://slp.somerset.gov.uk/sccoe/default.aspx>Is the trip suitably insured: Yes No Have you completed all relevant risk assessments? *(Tick this box only when all relevant risk assessments
have been completed)*Number of Participants: Male Female Is the trip led by a member of staff from your establishment? Yes No Are they qualified? Yes No *e.g. are they a qualified canoe or sailing instructor,*

Or by an external provider:

Name of Provider _____

Provider's address/contact details _____

Telephone: _____

Itinerary:

Mode of Transport: *e.g. coach, minibus, car etc* _____

Estimated time of arrival at destination: _____

Name of Coach/transport operator: _____

Visit Leaders Check List

Must Do:

Complete the purpose of visit and clear educational objectives.	
Check any relevant, generic, risk assessments and share with visit supervisors. *	
Any required new risk assessments to be completed and shared with visit supervisors.	
All supervisors to be listed and appear in the ratio box.	
All attendee numbers to be recorded in the ratio box.	
All attendee numbers, age, gender and Key Stage to be entered in the purpose of visit and educational objectives area (main area).	
Ensure both the insurance box and the category of visit is selected.	
Itinerary to be completed for each stage and time and dates to be consecutive.	
Emergency contact number to be recorded for the visit - home and away.	
The visit must be submitted within the specified time period.	
Check the communications page to ensure that information is recorded and actions taken.	
Hi-Visibility Jackets to be worn on any off-site visit	

***Note: Risk assessments should be completed for each activity and in most cases they will be generic. Regular activities, e.g. Coach Travel should be reviewed on an annual basis by the health and safety co-ordinator.**

Visit Leaders need to ensure that they have looked at the relevant risk assessments for the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completing a new one for each visit.

Should do *(Helpful to trip planners in the future)*

Add links to information regarding the trip to be found on your school web site into the links page (http://www.school.somerset)	
Add the location of documents regarding the trip to be found within your school into the documents page.	
Add your required risk assessments to an action plan via the assessment page.	
On return rate your external provider and add comments on their performance by visiting the Provider details	
On return rate your transport operator and add comments on their performance by visiting the Operator details	