



OFF SITE VISITS POLICY

This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information.

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 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;
- nature of the activity;
- ratio of adults to pupils. Minimum ratios Under 5 1:6 Under 8 1:8

We strive for 1:6 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 and JET Policy guidance and regulations are adhered to.

The Group Leader

- one qualified teacher accompanying the visit will be designated as the "group leader" and will have overall authority for the visit. This is normally the Year Leader.
- 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 coach registration numbers and 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.

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.

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

Regular volunteer adults should hold CRB checks, unless the headteacher has agreed otherwise.

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

Information to Parents and Parental Consent

Year leaders should ensure that parents /carers are kept fully informed regarding any off-site activity. This information should always be given in writing and the mode of transport made clear where appropriate. Children may only participate in the offsite activity if parents give written 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 give permission however.

In circumstances where insufficient money has been contributed collectively to cover the cost of the visit, the trip can be cancelled and contributions 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 of pupil behavior 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. A separate risk assessment should be written for pupils.

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.

If a pupil has specific medical needs, protocols must be established between the school, parents and the GP as appropriate. Appropriate medical equipment should be taken. Any foreseeable problems must be referred to in the risk assessment.

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 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.

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.

Approved By Governors

Review Date May 2015

