

Fiveways School

Off Sites Visits Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 yearly	March 2023	SSE	March 25

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		24/03/23
Head Teacher	Swavek Nowakiewicz		24/03/23

Details of Policy Updates

Date	Details
24.03.23	Updated name titles for Assistant Head in policy and added Appendix 1- Off Sites Visits Form- no changes to model from LA.



FIVEWAYS SCHOOL **POLICY FOR OFF-SITE VISITS AND ACTIVITIES**

FIVEWAYS SCHOOL
VICTORIA ROAD
YEOVIL
BA21 5AZ

24th March 2023

INTRODUCTION

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 that could not be provided on the school site alone;
- Promote the independence of our children as learners, enabling them to grow and develop in new and different learning environments.

Curriculum Links

A key objective of off-site visits is that it can broaden the knowledge, learning and experiences to the national curriculum. For each subject in the curriculum, there is a corresponding programme of activities that may include learning beyond the classroom or visits to specialist venues. All activities should be in line with guidance published by the Local Authority, or Governing body in the case of Academies.

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, or an appointed person within an academy, and in line with Government/Outdoor Education National current guidance.

ROLES AND RESPONSIBILITIES

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

- Ensuring that risk assessments are completed and, when appropriate, individual safety plans.
- Ensuring that emergency arrangements are in place.
- Keeping up to date with any national or local authority guidance updates on off-site visits.
- Supporting the governing body in any decision on approval.
- Ensuring that Visit Leaders are competent to lead, and support staff/volunteers are suitable for the trip.
- Verifying that all accompanying adults have been DBS checked (where relevant).
- Making sure that all consent and medical forms are obtained.
- Keeping records of visits and provide after-visit evaluation to aid future visits.
- Compile and update the "List of Local Educational Visits and Frequently Visited Venues" each academic year in consultation with the SMT

Teaching Staff MUST:

- **Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.**
- **Obtain authorisation from the Headteacher, Deputy Headteacher or Assistant Headteachers before any commitment is made on behalf of the school as follows:**

- **Local & frequently visited Venues - Annual Series Approval Request on EEC** to be completed by each class teacher in the summer term in readiness for the new academic Year
 - **Other Category A Visits** – individual Visit Approval request on EEC no later than 6 weeks prior to the visit
 - **Category B Visits** – Visit Approval request on EEC no later than 6 weeks prior to the visit
 - **Complete the Visit Leaders Off Site Visit form - Appendix 1**
 - **Refer to check list/crib sheet for further advice - Appendices 2 & 3**
- Assign competent staff to lead and help with trips.
 - Make sure that all written consent forms and medical forms are obtained separately for Local Educational Visits and Frequently Visited Venues, Category A or Category B visits.
 - Provide the EVC with a copy of the authorised “Visit Summary” and associated checklists in order to complete the approval process.
 - Keep records of visits and provide after-visit evaluation to aid future visits.
 - Comply with school procedures in relation to the use of personal mobile phones – refer to section covering “use of mobile phones on off-site visits” on Page 6.
 - Ensure staff **FULLY** complete the schools signing out sheet and remember to sign back in as applicable.

No offsite visits are permitted until the above requirements have been met

The school’s trained EVC is:

JAMES HOLGATE Assistant Headteacher

Other key stakeholders involved in an off-site activity are listed below. Further guidance on the roles and responsibilities for each stakeholder can be found on the SCC Outdoor Education website:

<https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Organisation%20of%20External%20Visits%20or%20Activities/Roles%20and%20Responsibilities%202019%20version.pdf>

- Governing Body/Senior Management Group
- Head/Manager
- Visit Leader
- Teacher, Youth/Children Worker, other employees
- Adult Volunteer
- Young People
- Parent/Carer

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Manager, Head Teacher and Governing Body (as necessary), in advance, before any commitment is made on behalf of the school.

Staff proposing to arrange an off-site activity that is not on the “List of Local Educational Visits and Frequently Visited Venues” must seek and obtain the approval of the Headteacher, Deputy Headteacher or Lead Practitioner in advance at

least 6 weeks prior to the visit, before any commitment is made on behalf of the school.

Local Educational Visits and Frequently Visited Venues

Teaching Staff & Group Leaders must check the current “List of Local Educational Visits and Frequently Visited Venues” for approval when planning a local visit. Automatic permission will be granted for visits & venues listed but Teaching Staff **MUST ENSURE** that annual written parental permission has been obtained prior to the visit.

Annual Parental Permission letters will be sent home at the beginning of July each year to ensure that permissions are in place for the start of the academic year. It is the Class Teachers responsibility to check that Parental Permission is held for all pupils before any external visits take place.

Pupils will not be permitted to take part in off-site visits or activities unless formal written permission is held at the school.

CATEGORY A VISITS/ACTIVITIES

Approval for Category A visits and activities has been delegated by the Governing Body to the *Head Teacher. Governors must review delegation arrangements annually as part of Health and Safety Policy for school.*

Delegated responsibilities form:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor to Head Delegation for Cat A\[1\]%20\(3\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor%20to%20Head%20Delegation%20for%20Cat%20A%20(1).doc)

CATEGORY B VISITS/ACTIVITIES

Approval for Category B visits or activities must be obtained from the Governing Body and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser, managed by the Local Authority.

CLASSIFICATION OF EXTERNAL VISITS:

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad

Category C - Duke of Edinburgh's Award activities

Further guidance on the classification of visits can be found on Page 3 of the **Notification, Approval and Endorsement** document, found on the Outdoor Education website, or via the following link: [Classification of Visits](#)

PLANNING A VISIT OR ACTIVITY

The Visit Leader must ensure that the visit or activity is planned in advance and within submission time to ensure approval is granted.

When planning a visit on the “List of Local Educational Visits and Frequently Visited Venues” or a one off Category A visit, the Visit Leader will:

- Ensure that Annual Series /**Category A** visit approval has been granted on EEC and provide the EVC with a copy of the authorised Visit Summary
- Check that written parental permission has been obtained prior to the visit
- Complete or review the appropriate risk assessments, individual safety plans or safe working procedures and share with staff
- Book a mini bus as soon as possible
- Cancel school dinners at least 3 weeks prior to the visit
- Comply with the “use of mobile phones on off-site visits” instructions as defined on Page 6
- Advise the School Receptionist for inclusion on the school diary as soon as possible
- Sign the class out in the “Trips Out” book and complete columns to provide all names and authorised emergency mobile phone contact numbers applicable for the visit.
- **Complete the relevant Visit Leaders Checklist/Crib Sheet – refer Appendices 1 & 2.**
- **For one off Category A visits attach a copy of Appendix 1 to the Visit Summary for approval by the Headteacher, Deputy Headteacher or Lead Practitioner.**

When planning **Category A** activities that do not appear on the “List of Local Educational Visits and Frequently Visited Venues”, application **MUST** be made to the EVC on the European Education Consultants website **at least 6 weeks prior to the visit**. All records within the school of a planned off-site activity must be kept together with the Visit Leaders Checklist and the Visit Summary authorised by the Headteacher, Deputy Headteacher or Lead Practitioner.

Category B and C activities should be carried out using the European Education Consultants Health and Safety Management system. This system provides the basis for risk management together with the online tool to record details of the off-site activity, together with the approval process required by the establishment’s EVC and Local Authority.

Link to EEC: <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Link to Outdoor Education and External Visits Website:

<https://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Visit Request on EEC

The visit plan for intended visits must include the following:

- Risk assessments for transport, together with supervision arrangements for the planned off-site activities or visit to a specific venue
- A clear message outlining the objectives to the off-site activity e.g. Curriculum/development
- Supervision to pupil ratios
- Itinerary outlining transport arrangements, timings, overview of site visit or programme of activities
- Visit Leader details together with details of group leaders or volunteers supporting the activity
- Emergency contact details
- Pupil names – Category B visits only

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. The key aspect of a risk assessment is the conducting of checks and pre-visits on a venue or site before the activity commences. This is noted in the Must Do/Should Do checklists on Pages 7 and 8.

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. Please also consider the use of a second support vehicle, where possible, to account for emergencies or contingency planning when on an off-site visit.

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 seek transport from parents the driver risk assessment (F14a) **must** be completed. A DBS check may also be required, depending on the frequency and contact an adult/volunteer has with young people that may be travelling in that vehicle, and during the off-site activity. **Headteacher MUST provide authorisation before any parents are permitted to join offsite visit activities.**

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. Whilst consent is not required for off-site activities that take place during the school day, the school will always request it and parents must give their permission in writing before a child can be involved in any off-site activities scheduled to take place outside of normal school hours or considered to be 'higher risk' e.g. overnight trips, residential and adventurous activities classed as Category B and C trips and activities. Parents must give their permission in writing before a child can be involved in any off-site activities.

Use of Mobile Phones on Off-site Visits

The school recognises the benefits that mobile phones offer in terms of remaining in contact, particularly in emergencies. The school is also keen to ensure fair and consistent practice across the school.

Staff are rightly concerned that off-site visits can potentially present additional risks, particularly where the whole class group activity may be divided into smaller group activities for part of the offsite visit. Therefore it is very important that the Visit Leader and the Group Leaders are confident and satisfied that there is sufficient mobile cover in these circumstances.

The Group Leader will carry out a risk assessment to determine the need for additional mobile phone cover for group outings and, with **the prior authorisation of a member of the Senior Management Team**, nominate individual staff members to carry personal mobile phones for this use (with staff agreement).

FURTHER CONSIDERATIONS

Emergency Procedures: Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the School/Visit Leader and provided with an emergency contact point and 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 [Dealing with Major Incidents](#) document may provide the basis for your emergency arrangements

Attendance: The School/establishment Office should be provided with a list of everyone that is participating in the off-site activity (pupils and adults), together with a copy of the itinerary for the activity. Details should also include venue information, and transport operator, where applicable.

Group Safety: The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit Leader is responsible for the safety and wellbeing of the group, liaising with venues or providers where activities are led by external bodies. This involves taking note of any information relating to medical or dietary requirements, and ensuring that pupils are both safe, well and are always looked after.

Behaviour: Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Head Teacher/Manager/Visits Coordinator and measures put in place to enable the pupil to take part, especially if it is part of the curriculum. An example of these measures could include a specific risk assessment and / or Learning Support Plan which identifies any additional support or supervision. A behaviour code, agreed by all participants, should be in place before the visit/activity takes place and parents should also accept responsibility for their child's behaviour. Procedures from the School's Behaviour Policy will be adhered to no matter the location.

Finance: The school must inform parents/carers if an organised off-site visit activity will incur additional charges. Additional charges can be requested from parents/carers where:

- Educational activities are provided outside of school hours
- Provision of education outside of the National Curriculum

- Board and Lodging for a pupil on a school residential (exceptions may be given here where parents/carers are in receipt of certain benefits)
- Extended services e.g. out of hours activity clubs

Inclusion: The school will make every effort to include young people with disabilities in its programme of off-site activities. Where activities are planned that require adaptations or modifications to enable accessibility, the school will make necessary arrangements with the venue or provider before the visit. Inclusion also enables young people with disabilities to participate with friends and peers.

Training: The School promotes and supports training for its staff in Outdoor Education. The School's EVC is appointed upon successful training of the External Visits Coordinator course. Staff identified to lead on trips and off-site activities will be supported by the School to complete Visit Leader Training. Other training e.g. specific to a field of Outdoor Education (sailing, climbing, walking, DofE) is recognised and first aid training in conjunction with off-site visits is also required, with refresher training required on a 3-year basis.

DATA PROTECTION

Personal data includes information by which an individual can be identified. Items commonly used for off-site visits where personal data may be managed by the school includes:

- Consent Forms (likely to reference names, addresses, dietary and medical requirements)
- Emergency Contact Information
- Care Plans
- Photographs (e.g. of activities that the young people have completed)

Retention and use of this information will only be used for the safety and welfare of the child where consent has been given by the child's parent or guardian. This data will be:

- Stored securely
- Only kept for reasons of child protection and welfare in association with off-site visits
- Destroyed once the data is no longer required (e.g. at the end of an academic year following a successful trip where no incidents were recorded).

ACCIDENTS/INCIDENTS

In the event of an accident or incident during an off-site activity, the school will follow its own accident or incident reporting procedures. Where significant accidents occur (e.g. hospitalisation of the injured party, major injury etc), the school will record the incident on the EEC Health and Safety Management System to account for further investigation and possible reporting to the Health & Safety Executive.

MONITORING AND REVIEW

It is good practice to monitor and review the successes and failures of your off-site activities in line with your curriculum/development objectives. This is to ensure that off-site visits provide enrichment and positive experiences that off-site visits are designed to deliver.

An external review form is available on the SCC Outdoor Education website:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20\(4\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20(4).doc)

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or before if necessary.

Signed _____ Date _____

FURTHER GUIDANCE AND HELP

Health & Safety Executive: School trips and outdoor learning activities:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Learning outside the classroom:

<http://www.lotc.org.uk/>


Outdoor Education National Advisors Panel:

<http://oeapng.info/>

Somerset County Council Outdoor Education Website (SCCOEA):

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Appendix 1

Offsite – Educational Visit [stored in school]							
Class					Date		
Venue					Time of departure		
Travelling by		Walk/Bus/Personal Vehicle/Public transport			Expected time of return		
Visit Leader					Deputy Leader		
Present [tick as applicable]	Pupils	Aids & Personal Equipment				Staff Name	Mobile number
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
		C	M	£	F	SI	
Key: Communication aid Medical +Care plan £Money F personal feeding equipment SI LSP derived item							
Checks completed [tick to represent all staff]					Any other notes relevant to this Offsite, Educational Visit		
Risk Assessments understood [<i>inc individual pupil risk assessments</i>]							
Individual pupils assigned <i>where applicable</i>							
Milestones understood							
Individual care plans understood							
Alternative plan understood [<i>in the event of closure of venue/bad weather</i>]							
Confident in contacting all personal and school if separated							

Visit Leaders EEC Check List for:

- **Annual Series Approval for Local and Frequently Visited Venues – one form to be completed for each academic year and retained on file**
- **One-off Category A visits (other non-hazardous visits which are not on the Local and Frequently Visited Venues list)**
- **One-off Category B visits – Hazardous/residential visits**

Class.....

Date of visit.....

Name/Venue

Must Do:

Ensure that the purpose of your visit has clear educational aims and objectives. ☐

Document the Year group/Key Stage of the young people in the purpose of visit and educational objectives area. ☐

Check any relevant, generic, risk assessments and share with visit supervisors. * ☐

Outline the off-site visit objectives and expectations to all supervisors/leaders involved. ☐

Any required new risk assessments to be completed and shared with visit supervisors. ☐

All critical supervisors are listed and appear in the ratio box. Other supervisors or additional support must be listed in the application. ☐

All attendee numbers to be recorded in the ratio box. ☐

If the activity is adventurous and is being led by a qualified member of staff from your educational establishment, ensure that they have completed an EV3 form. ☐

Ensure both the insurance box and the category of visit is selected. ☐

Itinerary to be completed denoting travel stages (to and from venue) and a stage(s) denoting planned activities and supervision arrangements. ☐

Emergency contact number to be recorded for the visit – home and away. ☐

Emergency arrangements, including first aid, have been communicated to relevant supervisors and participants in case of emergency during the off-site visit. ☐

The visit must be submitted for External Visit Co-ordinator approval prior to the date of departure and in good time for OEA approval (Category B and C visits). The visit must be submitted within the specified time period of at least 6 weeks prior to the visit and by the end of July annually for local and frequently visited venues.

☐

Confirmed travel or transport arrangements with an operator (if required).

☐

Confirmed accommodation arrangements, including accessibility (if required).

☐

Ensure that the External Visit Coordinator is aware of the trip and has given approval (Local authority for category B and C activities). Provide the EVC with a copy of the Visit Summary authorised by the Headteacher, Deputy Headteacher or Lead Practitioner.

☐

Have alternative plans in place if factors such as bad weather, venue or transport issues arise.

☐

Checked the weather for outdoor activities, considering temperature, daylight hours, rain, snow etc prior to the off-site visit.

☐

Visit Leaders Cribb Sheet for:

Local and Frequently Visited Venues

when this is a visit which includes:-

- an activity that takes place over the lunch period
- a whole day activity
- is an extended day activity

Class.....

Date of visit.....

Name/Venue

Complete or review the appropriate risk assessments, individual safety plans or safe working procedures and share with staff *

☐

Book a mini bus and organise a Trained Driver as soon as possible

☐

Cancel school dinners at least 3 weeks prior to the visit

☐

Comply with the “use of mobile phones on off-site visits” instructions as defined on Page 6

☐

Sign the class out in the “Trips Out” book and complete the column to provide emergency mobile phone contact numbers applicable for that trip

☐

***Note: A risk assessment must be completed for the planned activity, whilst a generic risk assessment can be used to cover an activity that is regular or will be run by one or more groups or classes. (Example – a residential to Kilve Court would require a Kilve Court risk assessment and coach or minibus travel risk assessment)**

Regular activities, e.g. Coach Travel should be reviewed on an annual basis by the school’s health and safety co-ordinator.

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

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

Conduct a pre-visit to the venue; or contact the venue; or research the venue website beforehand to confirm that the venue will meet the educational aims and objectives; is inclusive for young people of all abilities; provides a safe and secure environment for the planned activities (and residence if the group is staying).

☐

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.

☐

Engage the young people in the planning and risk assessment elements of the organised activity to enrich the off-site visit experience.

☐

Add your completed risk assessments to the 'assessments' page of your external visit application.

☐

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.

☐

Monitor and evaluate the visit or activity to identify successes/whether the aims were met/learning areas for future trips.

☐