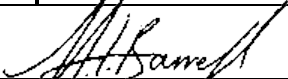




## Policy and Guidelines for Off-Site Visits

| Document Information                   |           |  |                 |
|--|-----------|--|-----------------|
| Policy Number:                         | POL-C-003 | Created by:  | Headteacher/EVC |
| Reviewed by:                           | FGB       | Responsibility:  | FGB             |
| Last Review:                           | July 2019 | Next Review:   | July 2021       |
| Review Cycle:                          | Biennial  | Ratified by FGB:   | July 2019       |
| Signature : (Lead Curriculum Governor) |           |  |                 |

At Barncroft Primary School we consider that Off-Site activities enhance and extend the curriculum. Off-Site Activities will be planned into units of work and all children will be given the opportunity to participate.

We recognise that Off-Site Activities may carry an element of risk as children will be out of their normal environment therefore the school will follow the guidelines laid down by Hampshire County Council.

Additional training for Off-Site Activities will also be provided and ALL members of the teaching staff will complete the additional training for Off –Site Activities.

The name of the Educational Visits Co-ordinator are Mrs Tracey Elliott (to 31<sup>st</sup> August 2019), Mr Arron Evans and Mrs Stephanie Jones (from Dec 2019)

The school will use the Evolve website to log and authorise visits that require authorisation by Hampshire County Council as well as day visits from school. To access the Evolve website visit [hampshireoutdoors.com](http://hampshireoutdoors.com).

### Monitoring

The governing body will monitor the quality and safety of activities & visits by:

- Scrutinising risk assessment forms
- Sampling trip packs
- Discussion with Headteacher and Year group leaders

### Guidelines

These guidelines have been written with regard to the Hampshire County Council Off-Site Activities Regulations and Educational Visits Regulations and Guidance Notes. There are check lists for the teachers of Barncroft Primary School to use when planning any activity that will take place away from the school.

Throughout the guidelines all regulations that appear in **bold type** are copied from Hampshire Regulations.

### Application

**These regulations apply to every activity that is organised by an education establishment maintained by the authority, which takes place away from the site occupied by the education authority.**

## **GENERAL PRINCIPLES THAT ARE APPLICABLE TO ALL OFF-SITE ACTIVITIES**

### **Approval**

**Before any activity takes place, the approval of the Governing Body of the education establishment shall be obtained.**

Notes:

- The governing body may delegate to the Headteacher the authority to approve routine off-site activities.
- The Headteacher will inform the Governing Body of any imminent Off-Site Activities in order to confirm that all risk assessments have been completed

Before approval is given, the head (and when directly involved, the Governing body) should be satisfied that the activity would be efficiently organised, and appropriate. For example, in relation to typical school circumstances, an activity should:

- Have significant educational value
- Be suitable for the pupils concerned – having regard to their ages, abilities and aptitudes
- Be linked to the normal work of the pupils by preparation and follow up activities
- Not interfere unduly with the work of the other pupils at the school

### **Supervision**

**For each group of young people under 18, the head shall ensure that there will be adequate supervision taking into account the programme of activities and the environment to be visited. The overall ratio of young people to adults shall not exceed the limit specified below.**

| <b>Age of young people</b> | <b>Maximum ratio – For activities within a 60 mile radius of the school</b> |
|----------------------------|---|
| <b>Under 5</b>             | <b>6 children to 1 adult should not be exceeded</b>                         |
| <b>Under 12</b>            | <b>8 children to 1 adult</b>  |

At Barncroft Primary School we recognise the importance of child/ adult ratio and would endeavour to ensure a maximum ratio of 4:1 for Under 5's and 6:1 for Under 12's. A minimum of 2 adults will always accompany any group of children going off-site.

### **Health and Safety Management**

The leader of the activity or visit **must** complete a risk assessment of the visit. This will include walking the route if this is the method of getting there, visiting the site and discussing with custodians the scope of the visit. Any hazards must be noted and assessed as high medium or low risk. Measures to control the risk must then be discussed; the leader should consider taking any 1:1 SNA on a visit to ensure the site is appropriate for children with wheelchairs or SEND. A risk assessment form will then be completed which clearly identifies risks and their control measures. This will be put on Evolve for review by the EVC and Headteacher and prior to the activity. The leader must confirm all SEND arrangements with the Inclusion leader prior to booking the trip. Risk assessments must detail all methods of transport including use of private car and accessibility buses.

The leader will ensure that there are enough first aid supplies, spare clothes and sick buckets to support the numbers on the activity. This may be delegated to a Teaching Assistant.

Any prescribed medicines must also be taken on the trip with the accompanying permission form. For

residential trips there must be a register of medication taken made and given with all the medication to the person assigned to administer medication whilst away this should be one person's responsibility so that no mistakes are made.

The leader must carry a fully charged mobile phone with them whilst Off- Site

Leaders going off-site must be aware of the current relevant sections of the Hampshire County Council off-site activity regulations and have shared relevant notes with all adults accompanying the party. Two copies of the regulations are held in the office.

Young children not from the school will not be included in a party. If it does become necessary for their inclusion then the adult supervising the child(ren) **must not** be included in the supervision ratios for the main party.

Before parents/assisting adults are used on visits it is imperative that their role in the specific activity is explained to them and appropriate preparation given.

Police checks should have made on all adults who are accompanying visits, however, it is recognised that some parents accompanying will not have been police checked. It is therefore essential that no parent is left alone with a child or group of children.

When going off-site leaders may find themselves in situations which may cause their intentions or actions to be misinterpreted. They should try to anticipate and avoid such situations wherever possible. Situations might include:

### **First Aid**

If first aid is required that involves removing a child's clothing two adults should be present. All first aid should be recorded and the child's parents informed on return to school

### **Restraint**

If a child needs to be restrained for safety or behavioural reasons the child should be informed in advance of what will happen. If emergency action is taken the reason for this should be explained to the child afterwards. All restraint must be recorded on a physical restraint form and given to the Headteacher on return to school.

### **Misinterpretation**

If for any reason an adult has to act in a way that could be open to misinterpretation, this must be reported to the Headteacher on return to school

### **Road Safety**

Only the police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. If a teacher assumes responsibility for seeing children across a road he/she must discharge this activity as a reasonable person and to the best of his/her ability. They must be aware that they are undertaking a responsibility for a risk, which they may not be able to control. The following points should be considered when undertaking the activity:

- Choose a safe crossing point where approaching traffic can be seen in both directions e.g. minimum distance 100 metres away.
- Gather the group at least 1 metre away from the kerb or road edge.
- Line up the group parallel with the kerb.
- Cross in a wave when the road is clear.
- Involve numbers, which can be easily controlled.
- The party leader should be at the end of the line nearest approaching traffic.

## **Travel by Coach**

The registration of any coaches used must be recorded in the office on arrival.

The school will always ensure that only coaches **with** seat belts fitted are hired and where possible these will be three-point belts.

It is the responsibility of the group leader to ensure that seat belts or lap restraints are in use at the start of each part of the journey and after stops.

**No** children will be seated in the front seat of the coach or on the centre back seat.

To ensure adequate supervision, staff should be seated throughout the coach and not sitting together.

## **Travel by Minibus**

The registrations of any minibuses not owned by Barncroft Primary must be recorded in the office on arrival.

The school owns two minibuses which can be used to transport children. All drivers must have a current Midas certificate. There should always be two adults on the minibus, one to drive and one to supervise children.

It is the responsibility of the accompanying adult to ensure that seatbelts or lap restraints are in use at the start of each part of the journey and after stops.

## **Travel by Car**

Written consent must be obtained from parents for children travelling in a car. Any member of staff using their own car for a trip must have business insurance. Where possible two adults should be in the car. Where required children car seats must be used. Children with disabilities should not be transported in cars – accessible buses should be used.

It is the responsibility of the accompanying adult to ensure that seatbelts or lap restraints are in use at the start of each part of the journey and after stops.

## **Involvement of Parents**

**Schools should ensure that parents are kept informed regarding any off-site activity.**

At Barncroft Primary School parents will be informed in writing prior to an off-site activity. Parents will be required to complete a consent form prior to the child going on a visit if it is out of the local area. Parents may be asked to accompany a child should there be a behaviour issue. The school reserves the right to keep a child in school if a parent is unable to accompany their child

## **Record of Groups who are Off-Site**

When any group goes off-site the leader must ensure that:

- The school office has an accurate list of all children, accompanying adults and their emergency contact numbers
- The leader has a list of all children, accompanying adults and their emergency contact numbers.
- The leader has the name and telephone number of the base contact person who can be contacted in an emergency. This is the school office during the day or Mrs Roberts or Mrs Blackhall out of office hours.

- If applicable, a list of who is travelling in each vehicle
- The planned itinerary and details of activities

Accompanying adults have group lists showing:

- Their own group responsibility
- When applicable, who is travelling in each vehicle
- The name and telephone number of the base contact person who can be contacted in an emergency
- The planned itinerary and details of activities

There is a base contact person available throughout the duration of the time off-site. The base person is covered by the office team during the day and by Mrs Roberts or Mrs Blackhall out of office hours. This person should have available:

- A completed signed visit form
- The distribution if in separate groups or vehicles
- The planned itinerary
- The name and telephone number of the coach company
- Access to next of kin, home and work contacts for all involved (including adults)

### **Critical Incidents**

Should a critical incident occur the base contact person will inform the Headteacher or a member of the Senior Leadership Team. The school will immediately put into action the Critical Incident and Emergency Plan.

## **CHECKLIST OF INFORMATION TO PARENTS**

This list gives the details, which should be given to parents.

- a. Destination of visit
- b. Date of visit
- c. Times of departure and return
- d. Method of travel
- e. Name of leader
- f. Aim of visit
- g. Cost
- h. Method of payment and cancellation arrangement (if applicable)
- i. Clothing / footwear and any other items to be taken
- j. Prohibited items
- k. Spending money

## **CHECK LIST FOR TEACHERS**

### **Before the trip**

- a. Trip Details entered on Evolve
- b. Objectives of trip discussed with colleagues and Headteacher and permission obtained
- c. Needs of children with SEND discussed and agreed with the Inclusion leader
- d. Coaches/transport ordered including any accessible forms of transport for children with SEND
- e. Packed lunches ordered
- f. Consent obtained from parents
- g. Risk assessment carried out and signed by EVC/ Headteacher or Deputy Headteacher
- h. Groups arranged with appropriate level of cover
- i. Children informed of purpose of trip

## Day Prior to Trip

- Check that all children have consent to attend the trip
- First aid kits prepared
- Lists of children, adults on trip and their contact numbers left in the office
- Full itinerary left in office

## Trip Day

- Check clothing and footwear of children
- All children's inhalers and prescribed medication with permission forms are collected from class & office
- Mobile phones charged
- Change in case of phone failure
- Parents and helpers briefed
- Packed lunches collected from kitchen
- Children briefed on day
- **Camera-device?** to record events
- Transport ready – if cars accompanying minibuses please ensure the car is not blocked in in the car park prior to departure time.

Appendix – Trip form to be completed prior to all visits

**Barncroft Primary School**

**Offsite Activities form**

**Office Requirement: We must have details of all booked trips at least 3 weeks before the trip date.**

|  |                |
|--|----------------|
| Proposed Outing to:  |                |
| Year Group or Class  |                |
| Educational Opportunities:   |                |
| Date:  |                |
| Number of children involved:   |                |
| Time leaving school:   |                |
| Time returning:  |                |
| Type of dress required:  |                |
| Number of adults involved:   |                |
| Packed lunch required:   |                |
| S.E.N requirements:<br><b>SPEAK TO INCLUSION TEAM</b>                                  | Approved by HW |
| Transport required:<br>If yes office will book<br><b>Drivers Names</b> (please supply) |                |
| Entry Costs:<br>Transport Costs:<br>Subsidy:<br>Cost to child:                         |                |
| Agreed by:   |                |

**This form is to be completed and returned to the office. All letters, finance and booking of transport will be handled by the office.**



## RISK ASSESSMENT

Answer all the generic questions **highlighting** the most appropriate answer (read down the columns), then complete the specific risk assessment form as needed.

|          | <b>The activity is...</b>   | <b>The participants ...</b>   | <b>The activity leader ...</b>   | <b>The environment is...</b>   | <b>First aid and emergency support are...</b>  | <b>Weather changes...</b>   |
|----------|---|---|--|--|--|---|
| <b>1</b> | Within the everyday experiences of the individuals  | Are very experienced with an appropriate level of understanding   | Is very experienced in leading this activity and qualified at the appropriate level  | A local, well known location – urban or rural with predictable hazards   | Available at the activity site. Establishment staff have appropriate in-date qualifications  | Will have no effect on the group  |
| <b>2</b> | Outside the everyday experience of the individual but some tasks have familiar aspects  | Are regularly exposed to the activity with an adequate level of understanding   | Regularly participates in this type of activity but may have minimal qualifications and little leadership experience                       | Less well known – urban or rural with hazards that could change quickly  | Available at the activity site. Establishment staff have minimal or lapsed first aid qualifications                                      | Are appropriate to the activity. Any changes will have minimal effect but will not affect safety                                |
| <b>3</b> | Outside the everyday experience of the individual but competency has been achieved in training (Evidence of training will be required by EVC) | Have some exposure to the activity with experience at a recreational level and some understanding                     | Has had some exposure to the activity as a leader, is a recreational participant and may have only minimal qualifications in this activity | Relatively unfamiliar – potentially complex urban or rural; in the UK, Europe or US; industrial or residential                           | Available at the activity site. Establishment staff have generic competence  | Could lead to problems if the group is not adequately prepared with training and equipment                                      |
| <b>4</b> | Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)                  | Have very occasional exposure to the activity with some experience at an introductory level and limited understanding | Has had very occasional experience to the activity as a leader, limited experience as a participant and has no qualifications              | Within close proximity to water, cliffs, beaches, steep or high ground, or other novel hazardous topographical or environmental features | Not readily available at the activity site. Establishment staff have in-date First Aid qualifications (evidence will be required by EVC) | Could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped |
| <b>5</b> | Outside the experience of the individual with no training prior to the trip   | Are absolute novices with no experience of the activity   | Has no experience of the activity in a leadership capacity with some experience as a participant   | Outside Europe or the US; wilderness, or an area classed as advanced by NGBs   | Not readily available at the activity site. Establishment staff have no first aid qualifications   | Could have serious repercussions for the group  |

**Add up the total of your answers – Highlight outcome**

|                        |   |   |   |
|------------------------|---|---|---|
| <b>6 – 10 LOW RISK</b> | <b>11 – 19 MEDIUM RISK</b><br>Evidence will be required to show you have recognised the risk and made provision for control of risk | <b>20 – 25 HIGH RISK</b><br>Further discussion with EVC is required. Changes will need to be made to lower the overall risk | <b>25- 30 UNACCEPTABLE RISK</b><br>Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk |
|------------------------|---|---|---|