

Hurworth Primary School



Educational School Visits and Off Site Activities Policy

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Hurworth Primary School
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Educational School Visits and Off Site Activities Policy

School Statement of Values and Vision

Our Values:

Respect Ourselves, Respect Others, Respect Learning, Respect Achievement.

Our Vision:

Empowering children to play a full, active and engaged role as responsible citizens in a rapidly changing world.

Our Motto:

Consider, Create, Contribute.

Our Mission:

To achieve our vision all members of our school community will:

Challenge themselves, moving beyond what is known and comfortable to discover the greater potential that each of us has; in so doing we promote self-belief and personal development;

Contribute to the wider community, locally, nationally and globally, becoming more socially and environmentally aware and responsible.

Aims

The Governing Body regards the school buildings and grounds as a community asset and seeks to promote their use. Community access is a key element of the core offer for Extended Services. It believes strongly that the school premises should be a hub of the community, enhancing the life of the school's pupils and giving them further opportunity to enjoy the five outcomes in Every Child Matters.

1 Introduction

1.1 Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

1.2 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for 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 day.

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2 Aims

2.1 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.

These visits begin with short excursions into the local area in the Early Years, and progress to residential experiences towards the end of Key Stage 2.

3 How visits may be authorised

3.1 The school will appoint a named Educational Visits Coordinator (EVC).

S/he will:

- Ensure that risk assessments are completed by competent trained staff;
- Check visit plans and risk assessments in the absence of the Head of School
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory DBS checks, and that the letter from the coach company assures us their drivers too have had police checks;
- Ensure that regular volunteers and those assisting with overnight/residential stays have had satisfactory DBS checks carried out. Volunteers used for one off activities who are not left alone at any time (out of sight/ear shot of a member of staff) to supervise children, do not necessarily need DBS checks completing. The Head of School's discretion under these circumstances should be used.
- Support the Head of School and governing body in their decisions on approval and pass all visits to the Head of School for formal approval.
- Ensure all visits are recorded.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits, and ensure there are regular assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

3.2 Where staff are proposing to arrange an off-site activity, they must complete and submit a Visit Plan Checklist to the Head of School before any commitment is made on behalf of the school.

3.3 Visit leaders and staff arranging or otherwise involved in off-site activities must read through the Educational School Visits and Off-Site Activities Policy.

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- 3.4** It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

4 Risk assessment

- 4.1** Competent trained staff (usually the visit leader) must carry out a comprehensive risk assessment, before the proposed visit. It will assess the risks that might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Implement safety measures needed to reduce risks to an acceptable level
- Include the SEN/medical needs of the specific children participating
- Plan for emergencies
- Identify alternative arrangements of “Plan B” if the risks change and activities cannot be completed
- Record findings
- Review assessment and revise if necessary

- 4.2** Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments should be considered to ascertain if they are of an appropriate standard and can be adopted.

- 4.3** It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan Checklist must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

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4.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios

- 1 adult to 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- Under 5s will need a higher ratio according to the risk assessment

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

4.5 A risk assessment must also cover transport to and from the venue. The coach company routinely takes health and safety measures including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

4.6 The visit leader will double-check with the Head of School, through our safeguarding procedures, that all regular volunteers and those assisting with overnight/residential stays on the trip have been subject to satisfactory DBS checks.

Further general risk assessments will be reviewed, adjusted and supplemented for each particular visit

For any activities that initially fall into the Medium-high or high risk on the risk assessment then the risks will be reduced to an acceptable level before the visit will be approved by the Head of School.

4.7 It is important that the risk assessment is communicated and understood by everyone involved in the trip before it takes place. This includes risks, control measures, emergency measures and contingency plans.

Dynamic risk assessments may be required during the visit if changes occur e.g. weather, illness or an unforeseen hazard. These involve professional judgements in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required.

On completion of the visit the risk assessment must be reviewed and any learning points and recommendations for improved control measures documented and communicated to relevant staff.

Any accidents that occur to employees, volunteers or pupils during the visit must be investigated and recorded following normal school Accident Reporting procedures.

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5 Transport

5.1 The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- food and refreshments
- accommodation
- external providers

5.2 When hiring coaches and minibuses, it is our policy only to use reputable companies with vehicles fitted with appropriate child restraints (seat belts) and to insist that all those participating in the visit wear them. There will be a seat for each member of the party.

5.3 Where private vehicles are used for transport, the Head of School is responsible for ensuring:

- suitability of the driver
- parents written agreement
- appropriate licence, insurance, roadworthy and child restraints for vehicle
- DBS checks for each driver

5.4 The school follows the Trust guidance from the Charging and Remissions Policy about charging for visits.

Where the visit takes place in school time, charges to cover the additional costs incurred by the school, beyond any element covered by public funding, may be charged to the parents.

6 Communication with parents

6.1 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit to make an informed decision.

6.2 Parents must give their written permission, medical and contact details, before a child can be involved in any off-site educational activities.

6.3 No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and the Charging and Remissions Policy.

6.4 The timetable for the payment of contributions should allow for the Head of School to make a decision about the financial viability of the activity in reasonable time.

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6.5 Where appropriate for residential, foreign or adventure activity visits, meetings with parents will be arranged.

6.6 Expectations of behaviour and codes of conduct will be explained to parents, this will include the need to meet the cost and arrangements for collecting children in certain circumstances.

7 Pupils

7.1 Pupils should be briefed about aims, expectations and codes of conduct for all visits. Training and careful briefing on activities will be given, particularly for unfamiliar ones. On-going briefings are an important part of learning and safety and will always be provided whilst on the visit.

7.2 Where possible, pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

8 Further health and safety considerations

8.1 All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided. The visit leader will also be provided with the school visits telephone, in case of emergencies, which will be signed out and signed back in to school once the visit is completed.

8.2 Before a group leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with an emergency contact number for every individual, programme and timetable for the activity.

8.3 The safety of the group, and especially the children, is of paramount importance. During the activity the group 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 children are both safe and well looked after at all times.

8.4 Prior to a visit, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head of School the possibility of excluding that child from the activity.

Children whose medical/health complaints cause particular concern will be referred to Head of School who will seek advice.

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9 Visit Documentation

9.1 The Visit Plan Checklist and risk assessments should be stored electronically on the school's computer in a designated area where they can be accessed by the Head of School, EVC and visit leaders of trips to amend or update. Paper copies should be taken on the visit by the visit leader. Once the trip is complete, hard copies of the documents should be archived. The documentation for educational visits must include the following where applicable to the visit.

- completed visit plan checklist
- completed risk assessment;
- report on preliminary visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- contingency plan details
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- emergency contacts and procedures;
- general communications information;
- guidance for group leaders;
- guidance for the emergency contact and Head of School;
- first-aid boxes and arrangements.
- accident report forms

9.3 Our Health & Safety Advisor has provided the following information in relation to school trips (specifically residential trips) which should be considered to be included in the risk assessment in the event of the possibility of threat attacks.

- Follow the government's Run, Hide and Tell advice in the event of an attack.
- Plan how to move a body of pupils out of a danger area to a safer zone in the event of an attack.
- Always follow the advice of verified security officers, without hesitation.
- Have a contingency for children who may be separated from the main group. This could include pairing children off at the start of the visit so that no single child should find themselves alone, this could be extended to trios or quads (Whatever is the most manageable).
- For a residential stay ensure all children know their hotel name or else an alternative rendezvous point and consider printing simple information such as the address of where lost children should head for.
- If pupils are allowed to carry mobiles ensure that all staff on the visit have a list of mobile numbers for the pupils.
- If pupils find themselves in a situation where they need to hide, the phone must be put onto silent.

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- Ensure that parents have a contact number or website address so they can access appropriate information on their child's safety.
- In the event of an attack or hoax the aftermath could be traumatic for the staff and children, therefore school will consider having counselling available once everyone has returned from the visit for those that may require it.
- 'Free' or downtime may be minimized during visits, but school must ensure that appropriate supervision is in place throughout the entirety of the visit.
- Consider how to get out of a city in an emergency, bearing in mind that the direct route and planned transport might no longer be an option and consider also the possibility of an enforced overnight stay. Are you aware of alternatives and can you access emergency funds to pay for them?
- Is there a reserve of any critical medication?

For those travelling abroad, always consider advice from the FCO regards bespoke threat levels in individual countries. <https://www.gov.uk/foreign-travel-advice>

Other additional points may be considered for the risk assessment, depending on the type of visit. If so they should be added to the document, keeping it as practical as possible.

Ensure the school has pre-planned lines of communication and all children are made clearly aware that they do exactly as staff have told them to reduce any further risks in a period of panic.

Policies included

Health and Safety
Risk Assessment Policy
Accident Reporting Procedures
Charging and Remissions Policy

10 Monitoring and review

10.1 This policy is monitored by the governing body and will be reviewed annually.

Signed:

Date:

Schools – Visit Plan Checklist

Visit To:		Pupils Involved:		Date of Trip:		Set off time:		Return time:	
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<p>Brief Description of Visit</p>

GROUP LEADER/S:	Y	N	NA	Details
Preliminary consent obtained from Deputy/Head Teacher				
A preliminary or previous visit has been made.				
Written consent and indemnity forms have been obtained from parents/carers for each pupil taking part.				
Any allergies or more serious conditions given on indemnity forms have been followed up with a phone call/letter to parents for further clarification.				
A Deputy Leader has been nominated, who would be able to continue with the trip if the leader has to withdraw at any point before or during the trip.				Deputy:
Final consent given by the Deputy/Head Teacher				
INFORMATION	Y	N	NA	Details
Information letter sent to parents (with travel arrangements, itinerary, emergency contacts, safety points, general info).				Date letter sent:
Essential information passed on to the school EVC: copy of visit plan (where applicable), travel requests, risk assessments and attachments, register of attendees, copy of indemnity forms.				
A briefing has been held for staff and other accompanying adults, to include: travel schedule/itinerary; expectations & responsibilities; code of conduct for pupils; details of pupils' needs; discussion of risk assessments and control measures; procedures for dealing with a major incident.				Date of meeting:
HEALTH AND SAFETY	Y	N	NA	Details
A risk assessment has been carried out for the trip, and cleared by the EVC & Deputy/Head Teacher.				
A copy of the risk assessment from the venue or provider has been obtained and reviewed.				
A copy of the risk assessment from the travel company has been obtained and reviewed. (Office staff to arrange)				

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An accompanying member of staff is qualified in first aid and Paediatric First Aid for pupils aged 5 and under.				First Aider(s):
Insurance arrangements have been made for residential/ adventurous activities.				Insurer: Policy:
*First Aid Kits have been organised and checked prior to departure.				
EMERGENCY PROCEDURES	Y	N	NA	Details
Care plans checked and all medical conditions provided for.				
Fire precautions and evacuation procedures have been obtained and communicated to all parties concerned.				E.g. Briefing on arrival.
A mobile telephone will be taken by at least one accompanying member of staff.				
Arrangements made for unforeseeable expenses.				Petty cash taken for unforeseeable expenses.

This form has been reviewed by.....

Position.....

Date.....

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Activity					
Date Completed:			Date Reviewed:		
What are the hazards? What could happen?	Who is at risk?	Risk assessment with controls			Residual risk control measures
		Severity	Likelihood	RR	
					Carry out a dynamic risk assessment prior to commencement of the task.
					<u>Further control measures</u>
<u>Control measures</u>					