

**St Martin's CE (Aided) Primary School**

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**Headteacher: Mrs K Bartlett**



## **Off Site Visits Policy**

**Status: Draft / Final**

**Date policy produced/reviewed: 22.01.19**

**Policy produced/reviewed by: Headteacher (in consultation with all classroom staff)**

**Ratified by the SAC committee of the governing body:**

**Signed:**

**Position:**

**Date of next review: January 2022**

St Martin's CE (Aided) Primary School follows the guidance provided by Hampshire County Council in the 'Off-Site Activities and Education Visits Regulations and Guidance' folder and the 'Safety in Adventurous Activities' file. All off site activities are planned in accordance with the School Off-Site Activity Checklist (Appendix 1) and a written Level 1 risk assessment (Appendix 2) is always completed. If the Level 1 risk assessment identifies that the activity is not low risk a further Level 2 (Appendix 3) risk assessment is completed. If this risk assessment shows that the risk cannot be reduced to low then the visit will not take place.

Off-site activities are visits and activities arranged by, or on behalf of, the school and which take place outside the school grounds. St Martin's CE (Aided) Primary School believes that off-site activities are an essential part of the curriculum, which enhance and enrich our pupils' learning experiences. We are aware of the immense value of off-site activities and fully support and encourage all activities that are planned, managed, and conducted in line with current local and national guidance and requirements.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site activities, and to ensure that risks are minimised and managed, for the health and safety of all pupils and supporting adults at all times. We are committed to inclusion and seek to make off-site activities accessible to all.

### **Aims**

The aims of our off-site activities 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.

### **Responsibility**

All persons involved in an off-site activity have specific responsibilities, which they must be clear about prior to the visit taking place.

#### **The Governing Body will:**

- approve all visits and activities, based on compliance with the requirements of Hampshire County Council and school health and safety policy, relevant Hampshire County Council guidance and recognised good practice.

#### **The Headteacher will:**

- ensure that Governors are aware of all off site visits;
- check that the party leader has completed all tasks identified in the Off-Site Activity Checklist and has followed all appropriate procedures;
- check that the risk assessment has been completed, ensuring risks have been assessed, significant risks recorded and any appropriate safety measures are in place;
- ensure all visits and off-site activities have specific and appropriate educational objectives;
- ensure off-site programmes are led by appropriate staff who have the experience necessary to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit.

#### **The party leader will:**

- follow policy and procedures of Hampshire County Council and the school;
- obtain Headteacher approval before any off-site visit or activity is planned;
- use the Off-Site Activity Checklist to plan the visit;
- complete and submit a level 1 risk assessment (and level 2 if necessary) to the Headteacher for approval;
- inform parents about the visit and gain their consent, where appropriate;
- brief all adults and children going on the visit of responsibilities and expectations;
- have overall responsibility for the supervision and conduct of the visit or activity;
- assess the risks involved and amend as appropriate any previously recorded risk assessment;
- dynamically risk-assess while the visit or activity takes place and make alternative plans if required, within the remit of the activity and ensuring any additional risks are minimised;
- inform the Headteacher, as appropriate, of any change to plans that affect a level of risk.

**Members of staff, volunteers and parent helpers will:**

- assist the party leader to ensure the health, safety and welfare of young people on the activity;
- be clear about their roles and responsibilities whilst taking part in a visit or activity.

**The children will:**

- make sensible choices and keep themselves safe;
- follow instructions of the party leader and any other adults accompanying the activity;
- take responsibility for their behaviour in line with the school behaviour policy;
- inform a member of staff of observed hazards.

The aim is for all children to participate in off-site activities. In order for this to happen, special arrangements including pairings, groupings and involvement of extra adults will be considered for children with specific needs. However the school reserves the right not to take a pupil if our risk assessments show that his/her behaviour could compromise the safety and welfare of him/herself or other pupils. This would only happen in extreme cases and the Headteacher would make the final decision. In this situation the decision would be explained to the child and their parent and the class teacher will arrange alternative work and an alternative class for the duration of the visit. This must be made clear to parents in all correspondence about an off-site activity at the planning stage.

**The Educational Visits Co-ordinator**

In order to carry out the above responsibilities effectively the Headteacher may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The EVC for St Martin's CE (Aided) primary School is Mrs Katy Bartlett, Headteacher.

**Approval of off-site activities**

Off-site activities will be approved by the Governing Body. An Evolve visit form must be completed for the following categories of visit:

- hazardous outdoor and adventurous activities;
- visits abroad;
- residential visits;
- activities where there is significant concern about health, safety and welfare.

The Evolve visit form for these types of visit will be sent, via Evolve, to the Adviser for Outdoor Education for endorsement.

**Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended activity. Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity, parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). If not enough money is received, the Headteacher may make the decision to cancel the activity. This must be made clear to parents in all correspondence about an off-site activity at the planning stage.

**Training**

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.

The Headteacher (or EVC on his /her behalf) is responsible for ensuring a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities is maintained.

**Action in the case of emergency**

The Headteacher will ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff out-of hours. First aid provision and training of staff will be in accordance with good practice.

### **Accidents and incidents**

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy and Hampshire County Council requirements.

### **Monitoring and review policy and practice**

Governors will review this policy:

- every three years;
- at such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities;
- should significant issues be brought to the attention of the Governors through a report by the Headteacher.

### Off-Site Activities

*When planning an off-site activity, please ensure the following has been considered and paperwork relevant to the activity completed and given to the Headteacher*

*Timings below are standard practice, however they do not prevent us from taking advantage of last-minute opportunities – discuss these with the Headteacher at the earliest opportunity.*

- **Discuss proposed trip with Headteacher – as early as possible**
  - agree venue
  - agree date
- **Contact venue – as early as possible**
  - confirm details including timings
  - confirm cost
  - agree date
- **Liase with office to arrange transport – at least 3 weeks before trip**
  - if necessary, to ensure they book coach and issue payment order
  - if necessary, ask parents and carers to organise transport for their own children
  - if necessary, discuss transport by staff car with Headteacher
- **Arrange additional adult helpers – at least 3 weeks before trip**
  - ensure adequate number of adult helpers (Hampshire guidelines – EYFS 1:6, KS1 1:8, KS2 1:20)
  - liaise with office to complete Adult Information Form
- **Liase with office to send letter to parents – at least 3 weeks before trip**
  - include details of trip including any cost
  - include free school meal options for Year R, 1 and 2
  - include behaviour expectations
- **Check with office – at least one week before trip**
  - all parents and carers have given permission
  - any free school meals have been ordered
- **Risk Assessment – at least 48 hours before trip**
  - if necessary, complete pre-visit,
  - complete Level 1 risk assessment and email to Headteacher
  - if necessary complete Level 2 risk assessment and email to Headteacher
- **Plan for absence – at least 24 hours before trip**
  - ensure your duties are covered (e.g. break, lunch)

### On the day

#### **Ensure the office has a copy of:**

- \*Permission form for every child
- \*Final numbers (adults and children)
- \*Adult information form
- \*Transport information (if not using a coach)
- \*Emergency procedure card

#### **Ensure the trip leader has:**

- \*Off site form for every child
- \*Final numbers (adults and children)
- \*Adult information form
- \*Transport information (if not using a coach)
- \*Emergency procedure card
- \*First aid pack, including children's medication

**Adult Information Form**

<b>Name</b>	<b>Contact on the day</b>	<b>Medical information</b>	<b>Emergency contact</b>	<b>DBS checked?</b>

**Transport Information Form**

<b>Name</b>	<b>Transport to Venue</b>	<b>Transport Home</b>

Appendix 2: Level 1 Risk Assessment Form

RISK ASSESSMENT					
Answer all the generic questions by writing "yes" in the appropriate grey highlighted box. (Read down the columns)					
The activity is...	The participants are...	The activity leader ...	The environment is...	Describe the level of first aid access	Weather changes...
Within the everyday experiences of the individuals?	Very experienced with an appropriate level of competency	Is very experienced in leading this activity and qualified at the appropriate level	Urban or rural with predictable hazards	First aid and emergency support is available at activity site. School staff have appropriate, in date qualifications to suit the activity. (Proof will be required by EVC)	Will have no effect on the group
Outside the everyday experience of the individual but some tasks have familiar aspects	Regularly exposed to the activity with an adequate level of competency	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Urban or rural with hazards that could change quickly	First aid and emergency support is available at activity site. School staff have generic, in date first aid qualifications. (Proof will be required by EVC)	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety.
Outside the everyday experiences of the individuals but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity; experience at a recreational level; some competency	Has had some exposure to the activity as a leader, recreational participant and may have only minimal qualifications in this activity	An industrial location or An overnight stay	First aid and emergency support available at activity. School staff have minimal or lapsed first aid qualifications	Could lead to problems if the group is not adequately prepared with training and equipment
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; some experience at an introductory level / no competency	Has had very occasional experience to the activity as a leader, limited experience as a participant, no qualifications	Close proximity to water, cliffs or other dangerous topographical feature	Not first aid and emergency support readily available at the activity. School staff have in date first aid qualification (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.
Outside the experience of the individual with no training prior to the trip	Absolute novice; no experience of the activity	Has no experience of the activity in a leadership capacity; some experience as a participant	Travel to other countries Or sea yoyage Or wilderness Or area classed as advance by NGB's	No first aid or emergency support readily available at the activity; school staff have no first aid qualifications	Could have serious repercussions for the group.
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #00FF00; padding: 5px;">Low Risk</div> <div style="background-color: #FFFF00; padding: 5px;">Medium Risk</div> <div style="background-color: #FFA500; padding: 5px;">High Risk</div> <div style="background-color: #FF0000; padding: 5px;">Unacceptable Risk</div> <div style="margin-left: 20px;"> <b>Total risk:</b> </div> </div>					

Appendix 3: Level 2 Risk Assessment Form

Site / Group / Activity specific Risk Assessment and Risk Management record Outdoor Education, PE and DofE Service

Establishment: St Martin's CE Primary School

Leader:

Location:

Other staff :

Group size:

Ratio:

Benefits (aims, objectives, intended outcomes...)	Who might be at risk? (Highlight as appropriate)
	Participants __ Staff __ Volunteer Adults __ Others (specify) _____

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
Site and its environment		
Group / special needs / accommodation / down time/ safeguarding		
Leader and activity arrangements		
Transport		
First aid arrangements		

Other factors

Alternative plans (Plan 'B'/Plan 'C')

Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand.

Base contacts: 1) Name: Katy Bartlett 07738102307 2) Name: Jenn James No: 01635 253 489

<b>Ongoing risk management</b> 1 Apply the control measures 2 Monitor how effective they are 3 Change, adapt, revise as required	<b>Examples</b> monitor the weather monitor water/river levels monitor traffic on road monitor conditions underfoot	monitor group and leaders response and motivation monitor behaviour assess group risk awareness in different environments monitor the response of your supporting adults
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Completed	Date
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<b>Signed</b>	Group leader	Head of establishment or EVC
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**This document is based upon the HSE 5 Steps to Risk Assessment:**

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary