



Off Site Visits Policy

This policy statement should not be read in isolation, but in conjunction with the advice, guidance and training provided by HCC and the county procedures Evolve, the Governor Policy for charging, health and safety policy.

Rationale

Off-site activities are deemed to be essential to the school's curriculum as part of the broad balance of curriculum and learning arrangements of our school, opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education, and educational visit adventures. We have a programme of educational visits to museums, places of interest, community events and many sporting events etc. which are not only valuable but essential for our children.

High quality outdoor education and adventurous activities broaden horizons whilst develop skills of communication, problem solving, leadership and teamwork.

Aims

- To develop key skills, personal qualities beyond the classroom.
- To enable the children to base their curricular work on practical experiences.
- To enable children to develop social skills and relationships.
- To give children experience of sports and activities involving teamwork and challenges, developing a range of skills in outdoor activities, expeditions and exploration.
- To enable children to take part in community events.
- To give opportunities to extend and enrich their personal school experience, increasing motivation and appetite for learning.

Procedure

- Teachers leading the visit will ensure that preliminary planning is undertaken, including where necessary a pre visit. This is essential for and new activities, teachers must fill in a risk assessment form (Appendix B) using appendix A as guidance and submit to Headteacher or Deputy Headteacher at least forty eight hours in advance.
- Challenging behaviour Risk Assessment Appendix C for individuals.
- Risk Benefit Assessment
- Teachers must be familiar with county procedures on off site visits.
- Where the visits are curricular based the objectives of the visit should be clearly identified on the weekly planning sheets.
- An analysis of the benefits of the activity clear objectives and expectations.
- Visit leaders will ensure class teachers; office, kitchen and headteacher are all kept informed about details of the visit.

- If the visit involves hazardous pursuits approval forms must be sent to the Education Office in good time. Regular trips, regarded as hazardous, are covered by a school policy. All staff need to have read them.
- Parents must be informed about the visit in good time.
- If money is required to meet/offset costs, parents must be notified at least 4 weeks ahead.
- If the activity is within the local area and takes place during the school day parents do not need to give permission, but they must be informed that children will be off-site.
- If the activity involves hazardous pursuits or takes place out of school time parents' permission is needed.
- Children whose consistent misbehaviour may cause danger to others may be excluded from the trip – but only following discussion with the head teacher. Parents must be informed where this decision is made.
- Inclusion – where possible all children should be offered the activity. Staff need to balance the benefits and risks taking “every possible step” to include the young person.
- On all visits a register must be left in the school office of all children, and adults, on the visit and a register kept by the teacher in charge of the visit during the visit.
- Medical information must be updated and ensure all adults are aware of their groups needs for local visits.
- Adult child ratio must be agreed, with the head teacher, in advance of the visit. The county procedures state a ratio of 1:6 for under 5s, 1:8 aged 5 -7 and 1:20 for those over 8 years. Generally for off-site activities other than local walks, library visits and walks to the church, St George's apply a ratio of 1:12 for juniors over 8 years.
- All adults accompanying the visit must be fully briefed before the visit.
- Where using providers the school must ensure safeguarding rules and that the provider has suitable employment checks and safety management checks.
- Incidents and emergency guidance is available from the Hampshire Evolve. Leaders to be aware of operational procedure – who does what, where, how?, if an incident arises.
- All staff regularly leading educational visits will be in possession of an up to date first aid qualification and off-sites qualification.
- Leaders must check the activity is an approved activity. Some extreme sports are not covered by the schools insurance e.g. bungee jumping, “Go Ape” high ropes

Monitored by Headteacher

Date of policy: March 2022

Review Date: September 2025

APPENDIX A - RISK ASSESSMENT

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

	The activity is...	The participants are...	The activity leader ...	The environment is...	Describe the level of first aid access	Weather changes...
1	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
2	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.
3	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
4	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	Nor 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.
5	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 voyage Or wilderness Or area classed as advanced 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.

Add up the total of your answers

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

APPENDIX B - Risk Assessment and Risk Management Record**Off-site Activities and Educational Visits****St. George's Beneficial C of E Primary School**

Date:	Location:	Group size:	Ratio
Leader:	Other Staff:		
Mobile:			
Benefits (aims, objectives, intended outcomes) •			

Identifying the hazards – assessing the risk		Control measures – reducing the risk
	Risk rating	Outcome
Site and its environment		
Group		
Leader and activity arrangements		

Transport		
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Generic / mandatory risk assessment, used and acknowledged		
1. Council – risk assessment / guidance used		
2. Establishment – risk assessments / guidance used		
Emergency contacts – take the emergency action cards with you! Group details – ensure you have details close to hand		
Ongoing risk assessment 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required	Examples <ul style="list-style-type: none"> • Monitor the weather • Monitor water/river levels • Monitor traffic on road • Monitor conditions underfoot 	<ul style="list-style-type: none"> • Monitor group and leaders response and motivation • Monitor behaviour • Assess group risk awareness in different environments • Monitor the response of your supporting adults
Completed: Signed:	Date:..... Group leader:..... Head of establishment or EVC:.....	

Challenging Behaviour Specific Risk Assessment and Risk Management Record

Establishment:

Leader:

Date(s) of Visit:

Name of Young Person:

Visit to:

Actions Completed Prior to the Visit:

Date	Action	Notes
	<ul style="list-style-type: none">Pupil's view elicited in planning for visit.	
	<ul style="list-style-type: none">Parent/carer involved in decision-making and planning for visit.	
	<ul style="list-style-type: none">Specialist Services consulted (eg SENCO, Behaviour Support etc)	
	<ul style="list-style-type: none">Other (Please describe)	

It is expected that any child whose behaviour is challenging may already have an individual behaviour management plan which has been shared with all affected parties eg. Staff. This will already record many of the proactive and reactive strategies designed to reduce the level of risk presented by that child's challenging behaviour. If this information is known to accompanying staff, there is no need to repeat these below.

Use the table overleaf to record any *additional* measures specific to the visit to be implemented to reduce the risks during the visit and record the person responsible for implementing those measures.

Additional Measures: To Be Taken During Visit.

Locations and situations where challenging behaviour is likely to be shown. • Identify the triggers and or behaviour(s) likely to be challenging – assessing the risk	Control measures (Key Strategies) – reducing the risk	Staff Responsible for Implementing	Manageable / Unmanageable
Site / venue and its environment • •	• •		
Group / third parties • •	• •		
Activities including downtime • •	• •		
Residential overnight and accommodation • •	• •		
Staffing arrangements (inc. any additional training or staff required) • •	• •		
Travel and transport •	•		

Alternative plans should behaviour become unmanageable:

-
-

Completed:

Date -----

Signed:

Group leader -----

 Head of establishment
 or EVC -----