



## Off Site Educational Visits Policy

|             |           |             |                 |
|-------------|-----------|-------------|-----------------|
| Author      | O Benzie  | Source      | Previous Policy |
| Approved by | ELT       | Status      | Non – Statutory |
| Last review | June 2024 | Next review | June 2026       |

### Details of policy updates

| Date     | Details                             |
|----------|-------------------------------------|
| 03/10/21 | Change to reflect Trust Status      |
| 06/06/24 | Updated to reflect current guidance |
|          |                                     |

## **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Learning is improved and deepened by exposure to a wider range of opportunities and situations.

**“When planned and implemented well, learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”**

Learning Outside the Classroom, Ofsted 2008

### **Aims:**

- To meet the individual needs of the students that can't be met easily in a classroom context.
- To recognize, value and develop the variety of skills that the student may already possess and which wouldn't be developed in a more formalized academic situation.
- To make learning enjoyable and varied.
- To make their learning more relevant to the lives of the students.
- To provide alternative options and to open the student's eyes to new opportunities and the variety of paths that their futures could take.
- To foster a sense of being part of a team and to develop team-building skills.
- To develop self-confidence; self-esteem and self-belief in a variety of contexts.
- To provide and develop transferable skills which would be useful in both a school and work setting.
- To provide students with opportunities to socialize and to interact with others in a positive and appropriate manner.
- To provide opportunities for mentoring and discussion.
- To provide new opportunities for the students and develop interests that will enrich their lives, now and in their long-term future.
- To develop an interest in life-long learning.
- To provide a positive out of school learning environment.
- To experience enjoyment.

### **Objectives:**

“Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.”

DFES Guidance.

## **Trips:**

Each School in the Trust has an Educational Visits Coordinator, however overall responsibility for a trip lies with the Head Teacher.

This policy should be read along with “The Off-site Visits Handbook.” Which contains reference to relevant legislation and guidance.

**The Trust Safeguarding Lead must be informed of all Category C visits.** Information on what constitutes a category a, b and c trip can be found in Appendix 3.

## **Structure and Organisation:**

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

Pupils on a visit should be made aware of the high standards of behaviour expected from students.

Pupils using transport on a visit should be made aware of basic safety rules.

Incidents that happen during off-site activities need to be recorded using the schools Arbor or CPOMS logging system.

Students that are considered to be a significant risk will be provided with alternative options, rather than off-site activities until they can show that they can behave in an appropriate and responsible manner.

Risk assessment forms will be completed on individual students that are seen to be a particular risk.

Through the Home School Agreement parents/carers sign to give consent to visits that take place on a regular basis, or are category A trips. Category B trips need to have verbal consent from parents, recorded on Arbor. Category C trips, trips overnight or abroad, trips leaving Bristol City Council or its neighboring counties (South Glos, North Somerset and BANES), trips needing altered start and finish times to the school day and trips that include potential of political risk i.e. visits to London where a protest could affect the trip, must have written permission from parents a minimum of a week in advance. These trips must also have permission from the EVC and the Trust Safeguarding Lead.

### **Residential Trips:**

There is a separate procedure for Residential trips. See Residential Trips with the school share point folder.

### **Assessment and Monitoring:**

Risk assessments will be reviewed regularly.

Procedures for dealing with incidents and eventualities will be reviewed regularly. New incidents will be discussed at weekly meetings and procedures will be developed for these when necessary.

### **Inclusion:**

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible.

If a visit is to cater for pupils with special needs, a suitable venue should be selected.

### **Pupils with special educational and medical needs:**

Head teachers should make every effort to include pupils with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Pupils with medical needs:**

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

## **Health and Safety:**

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless. The management of health and safety on visits is part of a school's overall policy on health and safety.

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk.

**Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.**

When taking trips related to the subject, staff should follow planning and risk assessment procedures laid down in the school policy. Health and safety risk assessments should be carried out on all activities and visits. These should be included with the initial planning for activities and visits. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place.

First aid should form part of the risk assessment. Before undertaking any off-site activities the head teacher or the group leader should assess what level of first aid might be needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group's teachers to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services.

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of accidents.

Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Pupils should also be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This should include considering any health and safety issues.

All members of staff should be in possession of mobile phones and relevant numbers when accompanying students off-site.

All members of staff should be aware of established procedures in the event of problems arising whilst off-site.

Individual students who have been identified as posing a particular health and safety concern will be provided with alternative arrangements.

Health and Safety on Educational Visits, published 26 November 2018 identifies that there are 2 main types of school visit:

**Routine visits:**

These involve no more than an everyday level of risk, such as for slips and trips, and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip and can be considered as a lesson in a different classroom. Typically, a routine visit would be walked to from school and would not involve activities out of place in a classroom, examples may be walking to a shop next to school to buy a small item.

**Trips that need a risk assessment and extra planning:**

These are trips not covered by current policies. This could be due to things like:

- the distance from school
- the type of activity
- the location
- needing staff with specialist skills

Sometimes a school may just need to review its current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning and informed approval of headteachers or governing boards. The person given the job of managing this should:

- have the skills, status and competence needed for the job
- understand the risks involved
- be familiar with the activity

Plans should be proportionate and sensible, focusing on how to manage genuine risks. There cannot be feasible expectancy for school staff to know what constitutes 'safe practice' on all adventurous activities and who their relevant National Governing Body is. The H&S executive have issues appropriate providers with either ALLA licences or

LOTC badges that can help trip organisers understand which organisations meet safety requirements and who does not. This can be seen in appendix 5.

### **Delays:**

If there are delays, then school need to be contacted asap.  
It may be that students will have to be dropped home if students miss their transport.

### **Incidents:**

#### **Major Incidents:**

- **Ensure the safety and welfare** of all the members of your party.
- **Get Emergency attention.** Notify and request assistance from Police, Fire, Ambulance, or Coastguard Services as required. **Call 999 or 112**
- **In the event of an Emergency during normal office hours, RING the North Star Academy Trust Central Team on:**  
**0117-3772275**

#### **THEN ADOPT THE FOLLOWING PROCEDURES:**

- **Contact and inform your Headteacher / Manager/EVC** with all relevant details of the incident. They must activate your communication plan and will contact parent/carers as necessary.
- **Write down accurately all relevant facts**, times, witness details, and preserve any vital evidence.
- **Make contact again with your school site** as regularly as necessary, informing them of any changes to your programme and further information resulting from the incident.

#### **Minor incidents:**

Incident report completed on return to school.  
Student Risk assessment updated.  
Tutor team / Head Teacher

**Procedure:**

|  | <b>Action:</b>  | <b>By Whom:</b> |
|--|---|-----------------|
|  | Decision made to organise a trip.   | Staff           |
|  | Clear aims and purpose of the trip is identified  |                 |
|  | Read "Off-Site Visits Handbook."  |                 |
|  | "School Visits" form. (Appendix 1) is completed   |                 |
|  | Form passed to SLT / EVC / Activities co-ordinator for approval.<br>If this is a Residential or Category C activity, then SLT must agree.   |                 |
|  | Letter sent home to Parents / Carers requesting permission (and if appropriate) financial contribution.<br>This letter should contain key information such as date of trip, arrival and departure times, location, staff attending etc) |                 |
|  | Check medical records   |                 |
|  | Arrange medication (if necessary)   |                 |
|  | Ensure a First Aider will be present  |                 |
|  | Complete Risk Assessments   |                 |
|  | Arrange transport   |                 |
|  | Inform the kitchen  |                 |
|  | Sort out invoicing (if a cost)  |                 |
|  | Arrange for petty cash using the school procedure and in advance.   |                 |
|  | Arrange cover work(if applicable)   |                 |
|  | Arrange provision for students not going on the trip.   |                 |
|  | Collect relevant contact details.   |                 |
|  | Leave a copy of the School Visits form with the Office.   |                 |
|  | Inform Governors of any Category C visits.  |                 |
|  | Ask EVC re any concerns.  |                 |
|  | Brief staff   |                 |
|  | Get provider to complete Provider Standards Questionnaire if necessary  |                 |
|  | Ensure staff have emergency contact details   |                 |
|  | Brief participants and agree code of conduct  |                 |
|  | <b>Health and Safety is a priority.</b>   |                 |



## Appendix 1

| Visit Information                                     |  |
|---|--|
| Destination(s) and Category                           |  |
| Departure date  |  |
| Return date   |  |
| Number of Children                                    |  |
| Names of students                                     |  |
| Teacher in Charge                                     |  |
| Other adults  |  |
| Is one of these staff a First Aider?                  | Yes / No.                                      |
| DSL contact if out of school hours (name and number): |  |
| Transport (Circle)                                    | Minibus      Private car      Public transport |
| Educational objective                                 |  |
| Cost of Visit   |  |
| Transport costs                                       |  |
| Admission costs                                       |  |
| Accommodation Costs                                   |  |
| Other... please specify                               |  |
| Proposed Cost to Parents                              |  |

| What lessons need to be covered?(Lesson plans need to be provided for cover) |      |      |       |      |      |       |      |      |
|--|------|------|-------|------|------|-------|------|------|
| Staff  | Pd 1 | Pd 2 | Break | Pd 3 | Pd 4 | Lunch | Pd 5 | Pd 6 |
|  |      |      |       |      |      |       |      |      |
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|  |      |      |       |      |      |       |      |      |
| <b>Things to do</b>  |      |      |       |      |      |       |      |      |

|   |          |
|---|----------|
| <b>Discuss with SLT and get approval.</b>   |          |
| <b>Check diary.</b>   |          |
| <b>Consider whether this trip will have implications for the staff / students left on site.</b> |          |
| <b>Arrange transport and driver.</b>  |          |
| <b>Inform kitchen.</b>  |          |
| <b>Book Tickets (if applicable).</b>  |          |
| <b>Ensure permission has been granted from Parents / carers.</b>                                |          |
| <b>Ensure all staff are aware of medical needs and medication is available.</b>                 |          |
| <b>Attach the following documents</b>   |          |
| Proposed timings for the day  |          |
| Letter for parents  |          |
| List of students  |          |
| Risk Assessment   |          |
| Has a preliminary visit been conducted  | Yes / No |
| Have arrangements been made to get the students home?   | Yes / No |
| Trip approved by: ..... Date:.....  |          |

| POST VISIT REPORT  |  |
|--|--|
| <b>Transportation</b>  |  |
| Any issues   |  |
| <b>Venue</b>   |  |
| Any issues   |  |
| <b>Behaviour:</b>  |  |
|  |  |
| <b>Has Educational objective been achieved?</b>                    |  |
|  |  |
| <b>Are there any changes you would make for subsequent visits?</b> |  |
|  |  |
| <b>Any Further Comments</b>  |  |
|  |  |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

## Appendix 2

### North Star Academy Check list for Visits & Activities.

|    | ITEMS TO CHECK/TAKE ON VISIT  | YES | NO | N/A | ACTION REQUIRED |
|----|---|-----|----|-----|-----------------|
| 1  | Complete lists of names, medical & consent forms, emergency contact details, any special needs information for all P/C/YP, staff and voluntary helpers. |     |    |     |                 |
| 2  | Staff ID  |     |    |     |                 |
| 3  | Have these lists be duplicated for all staff plus copies deposited with the 'home base' contact person?   |     |    |     |                 |
| 4  | P/C/YP's medicines and details of dosages required for each individual?   |     |    |     |                 |
| 5  | Are First Aid kits available?   |     |    |     |                 |
| 6  | Is a Travel sickness kit required?  |     |    |     |                 |
| 7  | Vouchers for accommodation, activity sessions, entry coupons etc. for events  |     |    |     |                 |
| 8  | All personal luggage, rucksacs, 'day' bags  |     |    |     |                 |
| 9  | Bottled water for journey   |     |    |     |                 |
| 10 | High visibility jackets   |     |    |     |                 |
| 11 | Phone numbers for the venue, transport company, local doctor, dentist, NHS drop-in centre etc.  |     |    |     |                 |
| 12 | Mobile phone, school/centre digital camera  |     |    |     |                 |
| 13 | Contingency funds/petty cash  |     |    |     |                 |
| 14 | Procedures in the event of transport delays or breakdowns   |     |    |     |                 |
| 15 | Food & drinks for the journey   |     |    |     |                 |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 16  | Any specialized equipment required for project work            |  |  |  |  |
| 17  | Copy of Insurance details – School Journey Policy etc.         |  |  |  |  |
| 18  | Recreational kit, - footballs, board games, DVD's              |  |  |  |  |
| 19  | Passports, visas, travel documents for participants & vehicles |  |  |  |  |
| 20  | Copy of Risk Assessments.                                      |  |  |  |  |
|   |  |  |  |  |  |
|   | Are staff sat near doors if using a minibus?                   |  |  |  |  |
|   | Is there a seating plan?                                       |  |  |  |  |
|   | Are students counted on and off the bus?                       |  |  |  |  |
| <b>Please add other relevant items below:</b> |  |  |  |  |  |
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### **Safety rules for traveling on a mini-bus.**

- arrive on time and wait for the transport in a safe place;
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated whilst travelling on transport;
- never tamper with any of the vehicle's equipment or driving controls;
- bags must not block aisles or cause obstructions;
- never attempt to get on or off the moving transport;
- never lean out of or throw things from the window of the transport;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about or pass someone on steps or stairs while transport is moving;
- never kneel or stand on seats;
- never distract or disturb the driver or impede the driver's vision;
- stay clear of doors after boarding or leaving the transport;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- if you have to cross roads to get to the transport in the UK always use the Green Cross Code;
- if you feel unwell tell a teacher or supervisor.
- avoid bickering with or winding up peers. This could cause a distraction to the driver or a serious incident on the bus.

**I have read the rules / have had the rules read to me.**

**I understand them and agree to abide by them.**

**Signed:**.....

**Date:**.....

**Appendix 3, guidance on category of trip:**

| Category A   | Category B  | Category C   |
|--|---|--|
| <ul style="list-style-type: none"> <li>Walking to the local shops</li> <li>Visiting a local attraction within Bristol with no extra risks i.e. the M Shed or a library</li> <li>Walking to the local shops</li> <li>Visiting a café or restaurant</li> <li>Visiting a public park</li> </ul> | <ul style="list-style-type: none"> <li>Visits with extra risk associated – walking near a water edge</li> <li>Cycling on the road</li> <li>Ice-skating</li> <li>Swimming in a swimming pool with a life guard present</li> <li>Indoor laser</li> <li>Bowling</li> <li>Manhunt in the woods</li> </ul> | <ul style="list-style-type: none"> <li>trips with increased risk of harm i.e. climbing/caving/canoeing</li> <li>trips getting into water</li> <li>motorsport</li> <li>trips out of school hours</li> <li>trips out of county or neighbouring counties</li> <li>trips where a student’s personal risk assessment adds risk</li> </ul> |
| <p>IF COVER IS NEEDED SPEAK TO BEHAVIOUR LEAD BEFORE PLANNING YOUR TRIP</p>  |   |  |
| <p>Read the individual student risk assessments, generic off-site risk assessment. (if they are not comprehensive make another)</p>  | <p>Read the individual student risk assessments, generic off-site risk assessment.</p>  | <p>Gain permission from the Head Teacher before planning anything (HT to notify CEO)</p>   |
| <p>Check student’s requirements – meds etc – share risk assessment</p>   | <p>Complete an individual risk assessment for the activity</p>  | <p>Read the individual student risk assessments, generic off-site risk assessment.</p>   |
| <p>Ensure you have a mobile phone and have school’s number and they have yours. Sign in/out using the folder in the office</p>   | <p>Gain verbal permission from parents and notify of any extra kit needed, record on arbour</p>   | <p>Complete an individual risk assessment for the activity</p>   |
|  | <p>Complete trip form and have it signed by EVC 3 weeks before the visit</p>  | <p>Complete trip form and have it signed by EVC 4 weeks before the visit. Keep a copy and save a copy in the sign in/out folder in front office</p>  |
| <p>GROUPS OVER 6 are a category B</p>  | <p>Check student’s requirements – meds etc – share risk assessment</p>  | <p>Permission must be gained by parent’s/carers at least 4 weeks before the trip</p>   |
|  | <p>Ensure you have a mobile phone and have school’s number and they have yours. Sign in/out using the folder in the office</p>  | <p>Check student’s requirements – meds etc share risk assessment</p>   |
|  |   | <p>Ensure you have a mobile phone and have school’s number and they have yours. Sign in/out using the folder in the office</p>   |
| <p>REVIEW THE TRIP</p>   |   |  |



## Appendix 4

### EMERGENCY NUMBERS and EMERGENCY PROCEDURES

This Appendix should be copied then laminated and taken on all off-site visits along with your Pupil/Children/Young Person's medical and emergency contact details. Copies should also be made and be on display in all vehicles being used.

- **Ensure the safety and welfare** of all the members of your party.
- **Get Emergency attention.** Notify and request assistance from Police, Fire, Ambulance, or Coastguard Services as required. **Call 999 or 112**
- **In the event of an Emergency during normal office hours, RING the North Star Academy Trust Central Team Office on:**

**0117 3772275**

#### **THEN ADOPT THE FOLLOWING PROCEDURES:**

- **Contact and inform your Headteacher/Manager/EVC** with all relevant details of the incident. They must activate your communication plan and will contact parent/carers as necessary.
- **Write down accurately all relevant facts**, times, witness details, and preserve any vital evidence.
- **Make contact again with your school site** as regularly as necessary, informing them of any changes to your programme and further information resulting from the incident.

Please Note - it is likely that members of your party will have mobile phones: you will need to instruct them to refrain from calling parent/carers, or friends until official calls have been made to the Authority's Emergency Control who will then activate the Emergency Plan. Unwelcome and unmanaged media interest will be one consequence otherwise.

**In the event of an out-of-hours emergency, ring the designated out of hours DSL, that is prearranged before your trip** and give them all the relevant details of the incident and they will notify North Star Academy Trust Central Team.

Appendix 5

