



Long Lane Primary School

Offsite Activities Policy

Date	Description
February 2025	Agreed by Operations Committee

Review Schedule	2 years
Next Review	February 2027

Aims

The aim of this policy is to ensure the safety of all on school trips, ensuring that trips are planned to a high standard.

Policy Statement

1. We believe that educational trips enhance the curriculum and offer experiences that could not be provided in the classroom.
2. We acknowledge that there is a greater element of risk in taking the children off-site, and so this is only done when the same educational aim cannot be achieved as effectively within school.
3. We want all pupils, staff, volunteers, and parents to feel comfortable with the arrangements made for the children's safety when they are on activities beyond the immediate school environment, and therefore we put safety first. A full risk assessment will be carried out for all trips. This may lead to programmes being modified alternative provision made for certain individuals or the cancellation of the visit in order to ensure the safety of all participants.
4. We also want all trips to offer value for money, to school and to parents.

Responsibility

The Headteacher will:

- identify appropriate staff to assist with carrying out specific tasks related to this policy;
- ensure that all visits have clear and stated educational objectives;
- inform all staff of the school policy and current procedures on visits and off-site activities;
- ensure that adequate safeguarding/child protection and accident/incident procedures are in place and are reviewed as necessary;
- ensure that the National Guidance has been followed and that the web-based 'Evolve' paperwork has been completed;
- ensure all visits and off-site activities are based on a suitable risk assessment and adequate controls have been identified;
- seek additional guidance where there is uncertainty about safe practice and of any individual visit or activity;
- ensure that, along with the Educational Visits Coordinator (EVC), take all reasonable and practicable measures to include students with special educational needs or medical needs on a visit;
- seek to ensure that all visits and activities comply with the school Health & Safety Policy, national guidance, and recognised good practice;
- appoint a suitable Educational Visits Coordinator;
- appoint a suitably experienced group leader for all visits and off-site activities;
- identify and prioritise associated training needs for staff, including induction training in risk assessment;

- ensure that the ratio of supervisors to participants is appropriate to the numbers, ages and abilities of the participants concerned;
- ensure that Governing Board approval, where appropriate, has been sought and gained
- ensure that parental consent has been gained in writing.

The Educational Visits Coordinator will:

- carry out tasks delegated by the Headteacher and support them and Governors with approval and other decisions
- ensure that only competent persons lead or supervise a visit
- organise training and induction for those leading or accompanying a visit, as required
- ensure that emergency procedures and emergency contacts are in place
- liaise with Hampshire County Council's Outdoor Education, PE & Sport Service, via HCC's EVOLVE system portal
- submit EVOLVE documentation to Headteacher for approval
- attend EVC training and update sessions as necessary
- arrange outside school hours emergency contacts

The group leader will:

- gain approval for the visit or off-site activity from the Headteacher following stated procedure
- have overall responsibility for the planning, supervision and conduct of the visit or off-site activity
- consider if the timing and/or destination of visits or activities will have implications for pupils or staff with particular Protected Characteristics;
- undertake a risk assessment in order to assess the suitability of the visit or off-site activity
- ensure parents/carers have signed consent forms;
- inform all the relevant staff about the organisational and logistical aspects of the visit or off-site activity
- be aware of child protection/safeguarding issues and consider these when planning the visit
- organise the financing of the visit in conjunction with the School Business Manager, e.g. regarding appropriate costs/funding and collection of money where relevant; publicising the availability of financial support for FSM students
- consider First Aid provision and ensure necessary first aid equipment is available, including during travel
- ensure suitable additional staffing has been agreed
- ensure pupils receive appropriate information and guidance before and during the visit or off-site activity
- ensure that the group and the school have contact details for inside and outside of normal school hours

- arrange staff and student feedback on the visit outcomes.

Additional staff will:

- follow agreed practice and procedure
- take all reasonable steps to ensure the health, safety and welfare of all group members
- report to the group leader any incident which may compromise the health, safety and welfare of group members

Parents/Carers should:

- make an informed decision on whether their child should participate in the visit based on the information provided: this may be in writing and via a briefing session
- prepare their child sufficiently, including reinforcing the expected level of behaviour
- provide the group leader with emergency contact details and sign the consent form(s)
- provide the group leader with any extra information, eg. medical requirements, which may affect their child's participation in the visit or activity

The Governors will:

- be responsible for producing and endorsing a policy for visits and off-site activities
- ensure that the Headteacher and Educational Visits Co-ordinator (EVC) have taken all reasonable and practicable measures to include students with special educational needs or medical needs on a visit. A report detailing any pupils who have not attended educational visits will be shared at Operations committee meetings
- be required to approve those school visits deemed appropriate by the Headteacher. These include all residential visits as well as those visits which include adventurous activities

Monitoring and evaluation

The school will monitor the implementation of this policy by ensuring that the required approval documentation has been produced to a satisfactory standard. It is recommended that on occasions the EVC, Headteacher or a member of the Governing Board will accompany a group.

Every visit will be reviewed by the group leader. The results of the evaluation and review process will be provided to the EVC/Headteacher.

The evaluation and review reports will be maintained on the EVOLVE portal for future reference. The EVC or Headteacher will provide feedback to the Operations

committee to ensure the stated educational objectives of the trip/activity have been achieved.

Guidance and Procedures

Comprehensive guidance and a list of procedures are available from the EVC in the form of the **West Berkshire Offsite Activities Manual and Evolve**. All risk assessment and approval forms that need to be completed by Group Leaders of trips are available on EVOLVE.

Please also refer to the School's **Charging Policy**.

Guidance and procedures

EVC (*Educational Visits Co-ordinator*)

This is currently the school business manager. All party leaders should have training in how to plan a trip and access to this policy.

Trips covered by this policy

Adventurous activities using licensed providers.
Adventurous activities not using a licensed provider.
Residential activities during school time.
Residential activities in holiday or weekend periods.
Short local trips e.g. local church / swimming.
Sports matches.
Day trips.

Duty of Care

Try to think as a parent would think in similar circumstances
Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately to a court of law.
If in doubt, do not go ahead unless or until you have sufficient further information and advice to remove that doubt.

Outside agencies

The party leader must take great care to ensure that any agency is competent and safe. Outdoor activity centres must be licensed by the **Adventure Activities Licensing Authority**.

Approval

All trips need to be approved by the Headteacher via submitting an EVOLVE form and the draft letter for parents/carers to the Headteacher. Once the letter has been approved by the Headteacher, the letter will then be able to be sent out to parents/carers.

Governing Board approval / Local Authority approval:

- Residential trips; *6 months before trip*

Local Authority approval:

- Residential trips, those of adventurous nature, risk assessments scoring over 20;
one month before trip

Local approval (from EVC): risk assessments scoring under 20; *one week before trip*

Notification to parents

Parents should be notified of each organised class visit out of school. A standard letter should be completed and checked by the Headteacher for each event.

COST/TYPE OF TRIP	AMOUNT OF NOTICE
No cost	2 weeks
Under £20	1 months
Over £20	2 months
Residential trips	6 months

Transport

If a coach is being used the office staff will make the booking. Coaches must have seat belts and these must be worn by all. Parents can provide a named booster seat for their child to use on the coach. Only one person should sit on each seat. Staff should be sensibly positioned around the coach to ensure safety. Private cars may be used for visits. If staff are involved in transporting children, they must ensure that they have Business Insurance. Parents or other adults offering the use of private vehicles must complete an Agreement to Drive and Record of Details Form which ensures that they hold fully comprehensive insurance, an MOT certificate, road tax and, where it becomes a regulated activity*, **DBS clearance**. Staff must be assured that parents have suitable insurance to transport children.

*In this context, regulated activity is driving a vehicle being used only for conveying children and carers or supervisors under arrangements, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.

Accidents and emergencies

A first aid kit should be taken on all off-site activities. Standard Health and Safety rules apply for all off-site visits. In case of an accident the member of staff should in the first instance ensure the safety of all members of the party. Emergency services should be called if required. The school or emergency contact person should be informed as soon as possible after the incident. Under no circumstances should anyone in the party talk to members of the press.

Parent helpers

Parents may be used to assist with off-site activities. They must understand that they are not there for the sole benefit of their own children but will be responsible for other

children in the party as well as their own. They must be DBS cleared if they are included in the minimum ratios, or used to take children to the toilets.

No consent

When parents refuse permission for their child to take part in an activity, reasonable steps should be made to try to persuade them to allow their child to attend. The school will assist with financial arrangement where necessary (please see Charging Policy). If children are not to take part in an activity, they must have alternative arrangements made for them in school. Work must be provided and a place in a class where their work can be monitored.

Day visit check list

Before the visit:

- Pre visit inspection
- Inform the head teacher and or EVC
- Complete and submit EVOLVE visit form online and attach risk assessments.
- Book the visit
- Inform the office staff - letters to be written/coaches to be booked
- Inform parents - cost, special items required (waterproofs, packed lunch)
- Organise transport
- Consent forms and transport forms completed and signed
- Inform the kitchen staff
- Check money has been collected

On the day of the visit

- Check first aid kit
- For coach travel - buckets and plastic bags
- Check children's personal medication (and medical consent form)
- Only members of staff should carry a mobile phone, have school phone number
- Check coach has seatbelts
- Leave register of children on trip in the office
- Leave list of children in allocated cars

Residential check list

Before the visit:

- Inform the head teacher
- Complete risk assessment and OHA form
- Pre visit inspection
- Book the visit
- Inform the office staff - letters to be written/coaches to be booked

- West Berks. Offsite activities form (medical forms will be returned to the school, then completed by parents)
- Organise transport
- Consent forms and transport forms (completed and signed)
- Inform the kitchen staff
- Emergency phone number
- Parent meeting (Details: Activities, equipment, costs)

On the day of the visit:

- Check first aid kit
- For coach travel - buckets and plastic bags
- A completed 'off site activity' form, handed into the office including list of children
- Check children's personal medication (and medical consent form)
- Check money has been collected
- Carry mobile phone
- Kit List
- Check coach has seatbelts

Possible Educational Aims

Social skills: developed through problem solving, decision-making, teamwork, residential visits in terms of personal organisation.

Environmental awareness, geography, science.

Aesthetic, creative programmes of study.

Skill in sport

Field studies

What to do on a trip if you lose a child.

1. If the children are in pairs, check with their partner. Talk to the member of staff who was in charge of the child. Where and when were they last seen.
2. Check with other members of the party to find out where and when the child was last seen.
3. If in an organisation, inform the management.
4. Ensure the safety of the other children, and release staff to see if the missing child can be found. Retrace your steps.
5. If at any stage you fear for the safety of the child phone 999. Ask for the police or the life guard / mountain rescue as appropriate.
6. If the child is not found please phone school and speak to the headteacher / designated person. The school can also provide advice at any stage in the process.
7. Inform parents / carers
8. Record details of incident and give to headteacher.

Linked Policies

Health and Safety

First Aid

Administration of Medicines

Charging