

Off –Site Activities and Educational Visits Policy

The Governors and Staff of Wallisdean Federated Schools acknowledge the great value of Educational Visits in developing our children's cultural capital, through broadening and enhancing their learning and social experiences.

The Schools' policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by the Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance.

Our named Educational Visits Co-ordinators (EVCs), ensure that the planning and supervision of all visits and adventurous activities meet DfE requirements and Hampshire guidelines.

Our current EVCs are Michelle Marum and Emily Reed. They are supported in this role by our Educational Visits Admin Officer (EVCAO).

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by Hampshire County Council on the intranet – Hampshire Outdoors Education and EVOLVE www.hampshireoutdoors.com

Benefits of visits

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing talents, abilities and interests, which can be motivational and have lifelong relevance

Types of visits and experiences planned and used

- on-site, led by visiting specialists
- visits within our local area
- longer day or part-day visits
- residential visit in Year 6
- special events, such as trips to the cinema

Organisation

A period of 10 weeks should be allowed from initial planning of a trip to approval being granted.

All matters regarding each visit outside school - feasibility, planning, safety, organisation will need to be recorded on a risk assessment and added to Evolve, including local area visits and will require the prior approval of an EVC and Executive Head Teacher. Approval of day visits will usually be at the discretion of the Executive Head Teacher.

However, visits which are either:

- residential
- involving an adventurous activity
- go anywhere near water eg pond dipping or river investigations
- involve remote locations

will require the additional approval through the Hampshire EVOLVE system and guidance from the Safety in Adventurous Activity Document. **These should be submitted at least 4 weeks before the trip.** It is the EVC's responsibility to check that all the necessary paperwork has been completed correctly before submitting it to County for approval.

Governors will approve residential visits and will be kept informed of the programme, as well as being invited to visit in order to see first-hand the benefits for the children and the organisation and safety measures implemented.

Planning a Visit

1. Book Visit
2. Book Transport
3. Fill in the necessary risk assessments and submit itinerary and trip details to EVC **and complete form on evolve.**
4. The schools each have a Charging Policy which includes making requests for voluntary contributions, how money will be collected and how value for money is sought.
5. The School's Office Team will send letter home (this should be done at least two weeks before the planned date of the visit).

On the Day of the Visit

1. Collect first aid kit(s) and accident slips, **medical details and contacts.**
2. Collect asthma inhalers and any other medications
3. Brief supervising adults including who to report any safeguarding concerns to
4. Give supervising adults their group list (if not previously done)
5. Ensure that at least one supervising adult is contactable by mobile phone and that the school office has the number
6. Count pupils before you leave school and at regular intervals during the day.
7. Phone school with the registration number of the coach/minibus if used on **departure and return.**

Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.

After the Visit

It is important that after each visit an evaluation takes place. This should happen within a week of the visit date and should be **recorded on evolve.** The purpose of the evaluation is to identify what went well and what could be improved or changed in order to inform future planning. Once the visit has taken place, any accident forms should be given to the office to be kept on file.

Governing Body Responsibilities:

- To ensure that the Executive Head Teacher and the EVC have adhered to Hampshire guidelines
- Ask questions about a visit's educational objectives and how they will be met.
 - Are the objectives appropriate to the age and abilities of the pupil group?
 - Why is a particular venue being used?
 - How is the visit made inclusive for all students?
 - Is the visit value for money?

The Executive Head Teacher should ensure that:

- The EVC is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by Hampshire, the schools' governing body and the schools' own Health and Safety Policy
- The group leader is competent to monitor risks and supervise the trip throughout the visit.
- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Group leaders are allowed sufficient time to organise visits properly
- Hampshire EVOLVE or governing body has approved the visit if necessary

The Group Leader in Consultation with the EVC should ensure that:

- Non teacher helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate
- Parents have signed consent forms
- Arrangements have been made for the medical and special educational needs of the pupils

- Adequate first aid provision will be in place
- The mode of transport is appropriate
- Travel times out and back are known in school and there is a contingency plan for any delays
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details
- The group leader, helpers and nominated school contact have the names of all the adults and pupils travelling the group
- They are able to control and lead pupils of the relevant age group and are aware of any relevant safeguarding issues
- They undertake and complete the planning and preparation of the visit including the briefing of group members and parents to ensure all adults know the purpose of the visit and what the visit entails
- They review all undertaken visits/activities and advise EVC where adjustments may be necessary
- They have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- They consider stopping the visit if the risk to the health or safety of any pupils is unacceptable and have in place procedures for such an emergency
- All helpers have details of the school contact, school emergency procedures and safeguarding advice
- All helpers have details of the medical or special needs of the pupils

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils
- Inform the group leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times
- Report to the group leader any concerns they may have regarding safeguarding, pupil behaviour and well-being during the visit.

Risk Assessment and Pre-Visits

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of eg illness of staff or pupils, changes of weather, availability of preferred activities

Risk assessments are completed by the group leader in consultation with the EVC. Risk assessments are sought from venues and used in conjunction with our own.

Pre-visits will be undertaken by a member of the year group team before any new trip, in order to undertake a full and comprehensive assessment of risks. Even when the visit is made regularly, a pre-visit is preferable.

When undertaking risk assessment, a number of variables need to be taken into account, including:

- number of pupils involved
- age of the pupils, their gender, ability and general behaviour
- previous experience of the group undertaking off-site visits
- time of day and time of year
- travel arrangements
- hazards at the environment being visited
- numbers, experience and quality of staff and volunteers
- nature of the activities
- special educational or medical needs of the pupils
- quality and suitability of available equipment
- Seasonal weather conditions/tide times

- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to carry on
- The need to monitor the risks throughout the visit
- **Clothing is appropriate for the type of visit.**

First Aid

A first aid kit will be taken on every visit. There should be a qualified first aider on every visit (for Year R at least one member of staff qualified in Paediatric First Aid).

Transport

The group leader should consider:

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If cars are used, the following should be adhered to:

- The car should be roadworthy
- The driver has the appropriate licence and insurance
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged

Monitoring

If possible, the EVC, Executive Head Teacher, or member of the SLT should visit a residential trip at some point to check that all is going to plan.

The EHT will report to governors annually about the effectiveness of the visits programme.

This policy will be reviewed and monitored by the EVC and the Leadership Team and will be reviewed every three years, or as required if regulations, guidance or circumstances change.

Ratified by FGB: Summer 2 July 2022

Adopted: Summer 2022 Review: Summer 2025