



Barley Fields Primary School

Offsite Visits, Trips and Activities Policy

Date Issued:	September 2022
Prepared by:	Head Teacher
Review date:	September 2024
Date Adopted by Governing Body:	October 2022

Introduction

Off-site visits, trips and activities arranged by or on behalf of the school, and take place outside the school grounds. The governors and teaching staff believe that these activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site trips, visits and activities, and ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aim

The aims of our off-site visits 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.

These visits begin with short excursions into the local area in the Early Years, and progress to residential experience in Key Stage 2.

Curriculum links

For each subject in the curriculum there are a range of experiences available including visits to the school by specialists. These are identified in school long term and medium-term schemes of learning. They may include:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- Design and technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

Residential activities

Children in KS2 have the opportunity to take part in residential visits. These activities are in school time and enable children to take part in outdoor and adventure activities.

There is a charge for these activities including; board and lodging, travel, insurance and specialist instruction for certain activities. Parents in receipt of state benefits may be supported in covering costs by the school. (see charging and remissions policy)

How visits may be authorised/planned

The school's educational visits coordinator (EVC) is the Head Teacher, and will be involved in the general management of off-site visits.

This role as EVC includes:

- consider and approve proposals for trips;
- appoint a party leader with delegated responsibility for trip organisation and planning;
- ensure that all appropriate documentation is completed including risk assessments;

- support governing body in their decisions on approval;
- organise related staff training;
- organise emergency planning including the emergency contact list for each visit;
- make sure that CRB disclosures are in place as necessary;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff organising trips and visits should follow the following procedures:

Pre-Trip

- **A pre-trip application form** should be completed identifying the purpose, date, costing and arrangements for the trip. This proposal will be considered by the Head Teacher (appendix 1). All curriculum trips should be educationally justifiable, with a clearly defined purpose and should represent value for money.
- All visits must be approved by the EVC prior to booking and where possible this should be done a half term in advance;

Booking

- After a trip has been approved the bookings can be confirmed.
- Staff should liaise with the school office who will organise and finalise venue booking and travel arrangements (coaches/minibus must be booked by the school office staff), letters to parents prepared, dates added to the school diary and lunch arrangements finalised.
- Office staff will organise the arrangement of Parent Pay for parental contributions and permissions to be given.

Informed Parental Consent

- The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit by letter send as a Pdf document on Marvellous Me (staff should ensure a copy of this is also uploaded to the Teams platform for access by office staff.
- Letters must include the following information:
 1. Details of date and purpose of the trip
 2. The voluntary contribution request from parents to enable the visit to take place.
 3. Arrangements for parents to contribute to the cost of a trip and give permission via Parent Pay (school office will organise this)
 4. The time children are expected to leave and return to school
 5. Particulars relating to meal arrangements
 6. Details of any specific clothing requirements
- Parents must give their permission in writing before a child can be involved in any off-site activities;
- The letter to parents should be drafted and then approved by the Head Teacher or Deputy Head Teacher prior to sending as a pdf on MMe.
- All parental permission must be checked by the school office at least 5 working days before the trip is due to take place.

Final Arrangements

- Staff should complete final arrangement checks by Friday of the week before the visit is due to take place this includes appropriate lunch arrangements, consent forms, staffing arrangements, emergency contact lists and risk assessments;
- The day before the trip the school mobile phones should be charged;
- Emergency first aid kits and pupil medication should be organised;
- Group and class lists should be prepared;
- A Marvellous Me reminder may be sent to parents to remind them of the trip dates and arrangements the day before the visit.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to contribute. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where a member of staff is proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment must be carried out by the party leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to consider the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be considered when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 10 pupils in Years 1 to 3;
- 1 adult to 6 pupils in Early Years.

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks. A copy of the completed risk assessment will be given to the headteacher, the governing body, the LA, our educational visits coordinator, and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks

Our minibus meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

The timetable for the payment of contributions should allow for the headteacher to decide about the financial viability of the activity in reasonable time.

School Mobile Telephone.

The school has 3 mobile phones available for school trips and visits. These are kept in the school office. These must be charged prior to the visit and checked for appropriate credit. Numbers should be shared with all members of staff and parents on the visits.

Numbers are:

Mobile 1: 07563745964

Mobile 2: 07716884316

Mobile 3: 07874215081

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Local Education Authority's Off-Site & Hazardous Activities File held in the school office.

Visit plan

The visit plan for intended educational visits must always consider the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;

Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.



Pre-Trip Application form

Year Group:	Party Leader:	Proposed date of trip:
Number of children:	Number of staff:	Number of additional adults:

Details of Trip

Purpose

Tickets/entry costs/activity cost	estimated total cost
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Travel Arrangements (walking, minibus, coach)	estimated total cost
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Lunch Arrangements

total cost of travel	total cost of ticket entry/activity cost	total cost of trip
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total cost per child	school subsidy payment	final agreed cost per child
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Trip Authorised by _____

For school office use:

entrance/activity booked by	travel booked by	Lunch arrangements checked by
date added to school calendar by	minibus booked by	consent letter prepared and sent by

Final Trip Arrangements to

(to be given to the head teacher/EVC no later than Friday of the week before the trip)

Risk Assessment including: <ul style="list-style-type: none">• details of potential hazards• medical issues for specific children and how they will be managed.	
Consent Forms <ul style="list-style-type: none">• all consent forms collected and checked	
Staffing Arrangements <ul style="list-style-type: none">• The names of all staff and parents attending• Adult child ratio checked	
School Mobile Phones <ul style="list-style-type: none">• School Mobile phones collected• Checked for charge and credit;	
First Aid <ul style="list-style-type: none">• Emergency First Aid Kit (Deputy Head teachers office) collected and checked• Travel sickness kit checked (sick bucket, wipes, tissues, plastic bags, spare clothes)• Pupil medication and emergency details (epipens/inhalers/diabetes medication)	
Emergency contact details <ul style="list-style-type: none">• Printed copy of all emergency contact details for those attending the trip	
Text Reminder <ul style="list-style-type: none">• A text reminder sent to parents to remind them of the trip date and arrangements sent the day before the visit – via the school office.	

- On the day of the visit the party leader will ensure the register for the visit is updated and any absences noted.
- Staff and parents supporting on the trip to be provided with details of those taking part/in groups and emergency contact details.

Risk Assessment

Visit to:

Date

Party Leader

Number of Adults:

Number of children:

Staff ratio:

Risk Assessment completed by

Quality Assurance check signed off by

potential hazards <i>list any potential hazard which may result in harm or affect several people</i>	risk rating	Who might be affected and how?	Control measures List the existing controls or make a note of where information may be found.	Any further controls required?	Person responsible

Risk Assessment Review

Review 1 by Author (print name)	Date:	Any action necessary
Review 1 Quality Assurance Check (print name)	date	

Review 2 by Author (print name)	Date:	Any action necessary
Review 2 Quality Assurance Check (print name)	date	

Review 3 by Author (print name)	Date:	Any action necessary
Review 3 Quality Assurance Check (print name)	date	

Final Arrangements

- staff should complete final arrangement checks by Friday of the week before the visit is due to take place this includes appropriate consent forms, staffing arrangements, emergency contact lists and risk assessments;
- The day before the visit the School Mobile phones should be charged and checked for credit;
- If using the school minibus – fuel levels should be checked the day before;
- Emergency first aid kits and pupil medication should be organised;
- Group and class lists should be prepared;
- A register of all those attending the trip (including adults) given to the school office.