

Off-Site Visits and Activities

The Education Fellowship seeks to establish a clear and coherent structure for the planning and evaluation of our schools off-site visits in order to manage and minimise risk, ensuring the health and safety 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.

Off-site visits and activities are arranged by or on behalf of the school, and would normally take place outside the establishment grounds. Teaching staff, governors and staff working with children and young people believe that off-site activities can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

The aims of 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

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published nationally.

Residential Activities

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities.

Lead to monitor External Visits

The Principal/Headteacher will ensure that it has a trained lead to carry out external visits to:

- 🤝 Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices
- 🤝 Assign competent staff to lead and help with trips
- 🤝 Verify that all accompanying adults have relevant DBS certificates
- 🤝 Make sure that all consent and medical forms are obtained
- 🤝 Keep records of visits and provide after-visit evaluation to aid future visits

How visits are organised

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Principal/Headteacher, in advance, before any commitment is made on behalf of the school.

Planning a Visit or Activity

The Visit Leader must ensure that the visit or activity is planned in advance and within submission time to ensure approval is granted. When planning **Category A** activities, a record of the trip or activity should be held on the European Education Consultants website. **Category B and C** activities should be carried out using the European Education Consultants (EEC) Health and Safety Management system for Risk and Educational Visit management as the system provides on-line approval for the establishment's visit.

Category A Visits or Activities

Approval for Category A visits and activities, has been delegated by the fellowship to the Principal/Headteacher.

Category B and C Visits/Activities

Approval for Category B visits or activities must be obtained from the CEO or designated executive by the Principal/Headteacher before they take place.

<https://www.eeclive.co.uk>

Visit Plan

The visit plan for intended visits must be held on the EEC site and include the following:

- 🤝 Risk assessments for transport, site of visit and activities
- 🤝 Curriculum objectives
- 🤝 Supervision/pupil ratios

- 📄 Itinerary
- 📄 Supervisory details
- 📄 Emergency contact details

Visit Leaders check list

- 📄 All visits/activities must have a designated Visit Lead. These Leads must:
 - 📄 Complete the purpose of visit and clear educational objectives
 - 📄 Check any relevant, generic, risk assessments and share with visit supervisors
 - 📄 Any required new risk assessments to be completed and shared with visit supervisors
 - 📄 All supervisors to be listed
 - 📄 All attendee numbers to be recorded
 - 📄 All attendee numbers, age, gender and Key Stage to be recorded
 - 📄 The purpose of visit and educational objectives area
 - 📄 Ensure both the insurance box and the category of visit is selected
 - 📄 Itinerary to be completed for each stage and time and dates to be consecutive
 - 📄 Emergency contact number to be recorded for the visit - home and away
 - 📄 The visit must be submitted within the specified time period
 - 📄 Check the communications page to ensure that information is recorded and actions taken.

Risk Assessment

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient. As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning. A copy of the risk assessment or safe working procedures is to be given to all adults supervising the visit/activity.

Transport

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by LA transport services. If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through local transport services.

If using staff vehicles, ensure that Driver Risk Assessment (F14a) has been completed before visit and that the relevant motor insurance and vehicle documentation is in place.

Using vehicles belonging to parents is discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) **must** be completed and a DBS check performed before the visit/activity takes place.

Communication with parents/carers

The parents/carers of pupils taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved in any off-site activities.

Further H&S considerations

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number. This will normally be the establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided.

The school office to be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (print out of the summary sheet from software).

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit 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 pupils are both safe, well and looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Principal/Headteacher measures to put in place to enable the pupil to take part, especially if part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

Further guidance and help

(a) Health & Safety Executive: School trips and outdoor learning activities

(b) <http://www.hse.gov.uk/services/education/school-trips.pdf>