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**DOCUMENT CONTROL**

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Version	Date	Comments	Author
19.1	April 2018		Emma Garnett and Steve Davis

## **Mulberry Park Educate Together Off-site Visits and Activities Policy**

Mulberry Park Educate Together believes all children should be treated equally and have the same opportunities therefore all activities off-site must be accessible to all regardless of disabilities or medical needs or ability to pay.

### **INTRODUCTION**

Off-site visits/activities are arranged by staff as part of the curriculum to 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.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils at all times. The visits usually take place within the school/working day.

### **AIMS AND OBJECTIVES**

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;
- Ensure outdoor learning takes place

### **Curriculum Links**

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues.

### **Residential Activities**

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement of the Trust.

## EXTERNAL VISIT CO-ORDINATOR (EVC)

The Headteacher will ensure that it has a trained External Visit Co-Ordinator. The EVC will be involved in the planning and management of all off-site visits.

### The EVC is Emma Garnett

The EVC will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the Academy Council in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS checked where appropriate
- 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 AUTHORISED

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

Staff must fill in the Educational Visit form prior to booking (see appendix 2).

### Category A Visits/Activities

Approval for Category A visits and activities, has been delegated by the Council to the **Headteacher and/or EVC**.

*Council members must review delegation arrangements annually as part of Health and Safety Policy for school.*

### Category B Visits/Activities

Approval for Category B visits or activities must be obtained from the Academy Council and the Headteacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority.

## **Classification of External Visits:**

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place away from the school location or abroad

Further guidance on the classification of visits can be found online.

## **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. Any costs must be obtained and approval sort from the headteacher before parents and children are informed

## **Visit Plan**

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details.

## **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. Visit leaders ensure that the class risk assessment (see appendix 3) is carried out with the children prior to the visit.

Key issues highlighted from risk assessments or safe-working procedures completed for the trip/activity must be communicated to all adults/supervisors before the visit/activity commences.

This may include: transport, members of the public, getting lost or separated from the party, injuries or incidents, adverse weather conditions, inappropriate or inadequate clothing or equipment.

## Transport

Risk assessments must be carried out for the mode of transport. All coach companies are vetted before they are used for transporting children on school visits. Mulberry Park ET will only use coach companies recommended by the local authority.

If using staff vehicles, ensure that the insurance policy, MOT and drivers licence have been checked. If using a parents' car, insurance must be checked and the drivers' licence and MOT. Parents must give permission for their child to travel with a member of staff or parent in writing.

Car seats must be used for the age/height of the child. No parent or member or staff is permitted to travel with a child alone.

## First Aid

- A qualified first aider must attend all visits. All staff have basic first aid training.
- First aid bags must be checked prior to the visit and taken by each member of staff.
- Any first aid incidents must be recorded in the First Aid book and reported back to parents in line with the school's First Aid policy.

## Medical

Staff must be aware of any medical or dietary information for all pupils taking part in a visit. Any medicines such as inhalers must be taken and administered by the first aider attending.

A copy of all medical forms or Health Care plans must be taken on the visit.

## Behaviour and SEND

Children with known SEND or behaviour needs should be highlighted on the risk assessment with adequate planning in place to minimise risk to themselves and others. Some children may need individual risk assessments, these must be taken on the visit by the visit lead.

Adequate supervision, smaller groups, higher adult ratios and parent supervision should be considered to minimise risk.

## Parent/Carer helpers

Parent/Carers accompanying children on school visits must be fully briefed on the aims of the visits and the visit leader should go through all risk assessments with them. They should have a copy of the visit itinerary.

When allocating groups children should not be put in the same group as their parent/carer unless this is necessary for the pupils welfare or engagement.

Regular helpers should be DBS checked. Any parents/carers without DBS checks should not be left alone with children.

## Communication

Visit leads and staff members must have mobile phones with them so that they can contact school office or emergency contact.

Visit leads will update the school office when arriving and leaving visits by coach. During residential visits, the visit lead will check in with the school office regularly.

## Communication with Parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit.

Parents must give their permission before a child can be involved in any off-site activities. For all local visits, within walking distance, permission is given on the data collection form at the start of the academic year.

Texts, emails or app notifications are used to keep parents updated during visits or residential.

## FURTHER HEALTH AND SAFETY 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. If more than one vehicle is being used, a list of who is travelling in which vehicle must also be provided.

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 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.

## Appendix 1: Visit Leaders Check List

### Must Do:

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 and appear in the ratio box.

All attendee numbers to be recorded in the ratio box.

All attendee numbers, age, gender and Key Stage to be entered in the purpose of visit and educational objectives area (main 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.

**\*Note: Risk assessments should be completed for each activity and in most cases they will be generic. Regular activities, e.g. Coach Travel should be reviewed on an annual basis by the health and safety co-ordinator.**

**Visit Leaders need to ensure that they have looked at the relevant risk assessments for the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completing a new one for each visit**

Should do (*Helpful to trip planners in the future*)

Add links to information regarding the trip to be found on your school web site into the links page

Add the location of documents regarding the trip to be found within your school into the documents page.

Add your required risk assessments to an action plan via the assessment page.

On return rate your external provider and add comments on their performance by visiting the Provider details

On return rate your transport operator and add comments on their performance by visiting the Operator details

## Appendix 2: Educational visit form



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<b>Destination of visit:</b>	
<b>Purpose of visit:</b>	
<b>Class/classes:</b> Number of children 1:1?	
<b>Visit lead/staff organiser:</b>	
<b>Date of visit:</b> Time (for coach) (arrival at visit and return to school)	
<b>Cost:</b> Entry to destination Coach Total Per child	
<b>Transport company:</b> Company name Total cost name of driver	
<b>Number of adults:</b> Additional costs	
<b>Authorised by:</b> Headteacher/ADC signature needed	
<b>Date booked:</b>	
<b>Booked by:</b>	

### Appendix 3: Class risk assessment



<b>Where are we going?</b>	
<b>Why are we going? What have we been learning about?</b>	
<b>Which adults are going with us?</b>	
<b>How are we getting there?</b>	
<b>How will we stay safe on the way there?</b>	
<b>What will we do for lunch?</b>	
<b>What do we do if we get lost?</b>	

<b>Top tips</b>	* * * * *