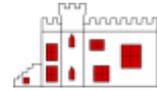


School Policy

Off-site Visits Policy

March 2017, Issue 3

Document Number: AP-23



Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed: _____

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copy of this document in the Policies File in the Junior Building. An electronic version is also available on our website in the policies area.

All other copies (electronic and paper) are uncontrolled.

Document History

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Issue	Description of Change	Author	Checked	Date
A	Initial	JRE		6-12-08
B	Updated following Policy Working Group discussion	SB	JRE	12-01-09
1.0	Approved by CPS Meeting	SB	JRE	19-01-09
1.1	Updated with details of requirements for Staff use of their cars (7.5 & 7.5)	SB	JRE	14-06-09
1.2	Updated following review of Safeguarding requirements and CRB Checking (7.8-7.13 updated). Approved by CPS Meeting	SB	JRE	24-03-10
2	Reviewed by CPS	JB	CPS	26.3.14
3	Updated by JB	JB	Policy committee	March 17

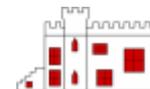
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1 Introduction

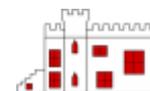
- 1.1 Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2 *For our school, the school grounds include walking between the two sites, the village green, village hall, village playing fields and the local church and chapel. Risk assessments are maintained for activities at all locations considered within the school grounds and for moving between them.*
- 1.3 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to 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.

2 Aims

- 2.1 The aims of our off-site visits are to:
- i. enhance curricular and recreational opportunities for our pupils;
 - ii. provide a wider range of experiences for our pupils than could be provided on the school site alone;
 - iii. promote the independence of our children as learners and enable them to grow and develop in new learning environments.
- 2.2 Visits begin with short excursions into the local area in the Early Years and progress to a residential experience in Key Stage 2.
- 2.3 We are a small school and visits are only practically possible when organised to cover the needs of age spans of 3-4 years. However, small groups do visit other schools in our cluster and every year group goes out on a curriculum visit to another school at least once each year.

3 Curriculum Links

- 3.1 For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA and may include:
- i. English – theatre visits, visits by authors, poets and theatre groups;
 - ii. science – use of the school grounds, visits to botanical gardens;
 - iii. mathematics – use of shape and number trails in the local environment;
 - iv. history – castle visits, study of local housing patterns, local museums;
 - v. geography – use of the locality for fieldwork, village trails;
 - vi. art and design – art gallery visits, use of the locality;
 - vii. PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
 - viii. music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
 - ix. design and technology – visits to local factories or design centres;
 - x. ICT – its use in local shops/libraries/secondary schools etc;
 - xi. RE – visits to local centres of worship, visits by local clergy.
 - xii. PSHE and citizenship – annual visit to RAF Leeming for Crucial Crew which is a workshop designed to help the Y6's become more aware of the risks they face as they grow older.



4 Residential Activities

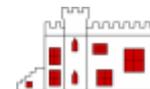
- 4.1 Children in Years 3 - 6 have the opportunity to take part in a residential visit. There is a cost for these activities. Pupils in receipt of Pupil Premium may be exempt from payment.
- 4.2 The residential visit enables children to take part in outdoor and adventure activities as part of their PE work.
- 4.3 We undertake this visit only with the written agreement of the Chair of Governors and the LA.
- 4.4 We provide qualified instructors for all specialist activities that we undertake and combine this with a variety of team building activities using the skills and experience of the teaching staff.

5 How Visits May Be Authorised

- 5.1 The school's **Educational Visits Coordinator**, who is the headteacher, will be involved in the planning and management of off-site visits. The administration is undertaken by the school's secretary who has also undertaken the training. The head Teacher will:
 - i. ensure that risk assessments are completed;
 - ii. support the governing body in their decisions on approval (see 5.5 below);
 - iii. assign competent staff to lead and help with trips;
 - iv. organise related staff training;
 - v. verify that all accompanying adults have had appropriate checks;
 - vi. make sure that all necessary permissions and medical forms are obtained;
 - vii. 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).
- 5.2 The headteacher will appoint a **Visit Leader** to be responsible for running each visit. This will normally be a teacher employed at the school.
- 5.3 The Visit Leader and other staff 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.
- 5.4 Where staff are 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.
- 5.5 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.
- 5.6 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.
- 5.7 All visits are notified by the secretary on NYCC Schools Visits Database –Evolve. The headteacher then approves them.

6 Risk Assessment

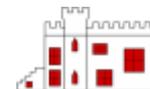
- 6.1 A comprehensive risk assessment is carried out by the Visit Leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:



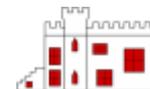
- i. What are the hazards?
 - ii. Who might be affected by them?
 - iii. What safety measures are needed to reduce risks to an acceptable level?
 - iv. Can the Visit Leader put the safety measures in place?
 - v. What steps will be taken in an emergency?
- 6.2 Staff planning an off-site activity should normally make a preliminary visit to the venue, in order to carry out an on-site risk assessment.
- i. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the Visit Leader should take careful account of the facilities available, with due regard to the proposed size of the group.
 - ii. They should also assess the site's suitability with regard to the age and any particular needs of the children.
 - iii. They will also consider the venue's own approach to security and to health and safety.
 - iv. 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 Visit Leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.
 - v. 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 taken into account 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.
- 6.3 Where a visit is to another educational establishment, or to a venue we use regularly, or to a venue that specifically caters for schools and children (for example, inter-school sports or curriculum visits, Richmond swimming pool, NYCC Crucial Crew or Darlington Civic Theatre) the Visit Leader may contact the venue and ask to receive a copy of their risk assessment. Provided this is suitable for the age of the children involved in our visit and covers the activities we will be undertaking, this may be used to complete the comprehensive risk assessment without the need for a preliminary visit.
- 6.4 The risk assessment must also cover transport to and from the venue; further details are included in Section 7, below.
- 6.5 We try where possible to have the following ratios:
- i. 1 adult to between 10 and 15 pupils in Years 1 to 6;
 - ii. 1 adult to 6 pupils in Early Years.
- 6.6 Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.
- 6.7 The Visit Leader must ensure that all adults helping to supervise the trip have been subject to appropriate checks.
- 6.8 A copy of the completed risk assessment will be held on file by the Educational Visits Coordinator (head teacher) and must be given to all adults supervising the trip.

7 Transport

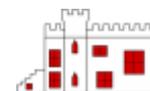
- 7.1 Several documents give specific detailed guidance or direction in relation to transport matters. These include:



- i. North Yorkshire Education Service guidance on Transporting and Escorting Children on Out of School Activities, issued 2003.
 - ii. Supervision of Pupils issued 2003
- 7.2 Any coach company we use shall provide us with a letter detailing all the health and safety measures it routinely takes, including:
 - i. the provision and required use of seat belts;
 - ii. proper vetting of the driver by the police;
 - iii. proper insurance for the driver;
 - iv. details of first aid and emergency equipment; and
 - v. breakdown procedures.
- 7.3 We maintain a specific risk assessment for the transport of children by hired coach and minibus, including self-drive minibuses.
- 7.4 As a small school we often have to rely on the use of volunteer staff drivers and their own private vehicles. Staff who are willing to offer to drive pupils in their own private vehicle are asked to annually sign a declaration confirming that:
 - i. they have a valid driving licence, fully comprehensive vehicle insurance, which INCLUDES business use, and MOT, and that they accept responsibility for maintaining these;
 - ii. they will ensure that their vehicle is roadworthy and that they are fit, healthy and not under the influence of any drugs or alcohol, prior to or during any school visit;
 - iii. they will ensure all children are safely seat-belted, including the use of appropriate booster seats, prior to setting off; and
 - iv. that they will not smoke in the car when they are transporting children.
- 7.5 Staff volunteer staff drivers will be entitled to claim expenses based on the mileage undertaken.
- 7.6 As a small school we often have to rely on the use of volunteer parent/carer drivers and private vehicles. However, this will always be the last resort for the Visit Leader.
- 7.7 We maintain a list of parents and carers who have volunteered their services as car drivers. All volunteer parent/carer drivers are asked to annually sign a declaration confirming that:
 - i. they have a valid driving licence vehicle insurance and MOT, and that they accept responsibility for maintaining these;
 - ii. they will ensure that their vehicle is roadworthy and that they are fit, healthy and not under the influence of any drugs or alcohol, prior to or during any school visit;
 - iii. they will ensure all children are safely seat-belted, including the use of appropriate booster seats, prior to setting off;
 - iv. they are not on the child sex offenders register, are not barred from working with children and that they will submit to a DBS check if asked;
 - v. that they will not smoke in the car when they are transporting children.
- 7.8 All volunteer drivers will be expected to complete a DBS check, prior to transporting children unaccompanied – if there are other children in the car this is not necessary.
- 7.9 The list of volunteer drivers is available for inspection by any parent from the school office. Any parent may request that their child(ren) do not travel with specific volunteer drivers. This request will be respected and acted upon by the headteacher.
- 7.10 If at anytime, any member of staff or the headteacher suspects that a vehicle is not roadworthy or that a volunteer driver is not fit to drive, he/she shall immediately inform the visit leader and make alternative arrangements for the transport of the children concerned.



- 7.11 We offer no payment or expenses for volunteer parent/carer drivers, and they provide use of their vehicles at their own risk; any damage or wear and tear that occurs during the course of a visit/trip is wholly their responsibility.
- 7.12 A group of Key Stage 2 and Key Stage 1 children may be transported by a volunteer driver without a member of staff, but a volunteer driver shall never be asked to transport a lone child, unless it is their own child.
- 7.13 The Visit Leader and all other staff and adults shall ensure the following principles are adhered to at all times:
- i. That pupils are actively supervised by appropriate placement of adult supervisors, especially on double-decker buses, trains etc. and that pupils with disabilities have been catered for in an appropriate manner.
 - ii. That seat belts are worn correctly and child seats or booster seats are supplied, where required
 - iii. That behaviour does not cause any distraction to the driver or annoyance to members of the public
 - iv. That the party knows the location of the emergency exit, first aid, meeting point, fire equipment etc. as appropriate
 - v. Headcounts or registration as appropriate at key points
 - vi. Safety of the party while waiting at pick-up points and passage to and from the vehicle, especially during comfort stops
 - vii. Safety of the party during a comfort stop
 - viii. Safety of the party in the event of an accident or breakdown
 - ix. With larger parties consider specific delegation of small groups to individual adult supervisors for the entire journey (travel groups)
 - x. That baggage is safely stowed
 - xi. That all members of the party clearly understand what freedom they have to 'roam' on ferries, trains etc or use comfort facilities on any transport
 - xii. That any bookings on public transport are made early enough to ensure the party can travel together
 - xiii. That travel sickness medication is only administered with the written authorisation of parents or carers
 - xiv. The planning and confirmation for any special need
 - xv. That the predicted weather or any other known circumstance will not hinder the safe passage of the journey
 - xvi. That alternative plans will enable the journey to be completed in safety should there be a breakdown or other hindrance
- 7.14 Use of Minibus/Minibus Driver - national and LA regulations and guidance apply in all circumstances and it should be noted that:
- i. The driver is responsible for the vehicle during a journey and must observe all legal requirements.
 - ii. Any use abroad is subject to the prevailing regulations
- 7.15 Use of Underground - this is potentially a very dangerous and frightening method of travel for parties and children, especially if they have not used it before. The Visit Leader must ensure:
- i. Strict supervision, discipline and clear instruction regarding the destination and what to do if separated from the party
 - ii. Avoidance of rush hours whenever possible



- iii. Advanced purchase of tickets whenever possible
- 7.16 Other forms of transport - trams, cable cars, small watercraft, etc. can have individual requirements and additional arrangements beyond the general guidelines may be dictated by a Risk Assessment.

8 Costs

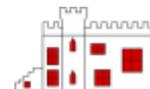
- 8.1 Prior to any visit best value is always sought by staff organising the visit.
- 8.2 The costing of off-site activities should include any of the following that apply:
- i. transport;
 - ii. entrance fees;
 - iii. insurance;
 - iv. provision of any special resources or equipment;
 - v. costs related to adult helpers; and
 - vi. any refreshments the school has opted to pay for.
- 8.3 Once best value is achieved, and parents have agreed to the visit, costs are shared by all children and adults attending.

9 Communication with Parents

- 9.1 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.
- 9.2 Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the Friends of the School. This must be made clear to parents in all correspondence about an educational visit at the planning stage.
- 9.3 No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.
- 9.4 The timetable for the payment of contributions should allow for the head teacher to make a decision about the financial viability of the activity in reasonable time.

10 Further Health and Safety Considerations

- 10.1 All adults accompanying a party must be made aware, by the Visit Leader, of the emergency procedures which will apply.
- 10.2 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. The deputy designated lead phone number will also be provided.
- 10.3 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.
- 10.4 The safety of the party, and especially the children, 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 children are both safe and well looked after at all times.



- 10.5 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 Visit Leader should discuss with the headteacher the possibility of excluding that child from the activity.
- 10.6 More detailed guidance on procedures and requirements can be obtained from the Local Authority's Off-Site & Hazardous Activities File held in the school office.

11 Visit Leaders' Planning

- 11.1 Visit Leaders must read thoroughly the appropriate guidance for off-site activities, which is held in NYCC guidelines for Educational Off Site Visits and Activities (2013)
- 11.2 They must consult NYCC documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

12 Visit Plan

- 12.1 The visit plan for intended educational visits must include the following:
- i. risk assessment;
 - ii. report on preliminary visit;
 - iii. applications for approval of visit;
 - iv. general information;
 - v. names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
 - vi. travel schedule;
 - vii. accommodation plan (if applicable);
 - viii. full plan of activities;
 - ix. fire precautions and evacuation procedures;
 - x. intended arrangements for supervision;
 - xi. insurance arrangements for all members of the group;
 - xii. emergency contacts and procedures;
 - xiii. general communications information;
 - xiv. guidance for party leaders;
 - xv. guidance for the emergency contact and headteacher;
 - xvi. medical questionnaire returns;
 - xvii. first-aid boxes.

13 Monitoring and Review

- 13.1 The day-to-day monitoring of this policy is the responsibility of the headteacher.
- 13.2 This policy will be reviewed by the governing body every four years, or earlier if considered necessary.