



Hindhayes Infant School

Off Site Visits policy

April 2023

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____

Signed: _____

Role: _____

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 abroad

Category C - Duke of Edinburgh's Award activities

How visits are authorised

Hindhayes School only offer Category A visits/activities. Approval for Category A visits and activities, has been delegated by the Governing Body to the Head Teacher. Governors must review delegation arrangements annually as part of Health and Safety Policy for school.

Planning a Visit or Activity

The Visit Leader must ensure that the visit or activity is planned in advance and within sufficient time to ensure approval is granted.

When planning Category A activities, a record must be held within the school, using the Visit Information Collection Sheet (see below) a useful way to recording off-site activities.



Visit-activity
Information collection

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.

<https://www.eeclive.co.uk/public/plogon.asp?aid=14>

EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning. Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

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 in writing before a child can be involved in any off-site activities.

Introduction

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place away from the establishment grounds. Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be unavailable. All off-site activities must provide experiences beyond the classroom that enhances learning and personal development. 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. Within these limits, we seek to make off-site 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.

Aims

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.

Roles and Responsibilities

The key role involved in the planning and management of all off-site visits is the External Visit Co-ordinator. The establishment head alongside the Governing Body will ensure that it has an External Visit Co-ordinator, whose role is to:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS (previously known as CRB) checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

The school's EVC is:

Lucy Shakesby

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 Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that [Driver Risk Assessment \(F14a\)](#) has been completed before visit.

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.

Further Health and Safety and

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 school 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. The Visit Leader must take whatever steps are necessary to ensure that safety of all participants is in place throughout the activity. This involves 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 Head Teacher/Manager 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.

Visit Leaders Check List

Must Do:

Complete the purpose of visit that outlines clear educational aims and objectives.

Document the Year Group/Key Stage of the young people in the purpose of visit and educational objectives area.

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.**