

Off Site Activities & Educational Visits Policy

Date of last review: March '22

Date of next review: March '25

Date approved:

Approved by: Policy Working Group

Signed:

Overview

- Safely managed off site activities and educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum offered at Freegrounds. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can also be a catalyst for improved personal performance, promoting a lifetime interest and in some cases lead to professional fulfilment
- The school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable

Types of Visits and Ventures Planned and Used

The school aims to **provide** a comprehensive programme of visits **providing** appropriate progression and differentiation. The range of visits includes:

- on-site, out-of-classroom activity
- local ventures
- away from base, day or part-day ventures (regular or occasional)
- residential visits

Organisation and Management

- The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance.
- An Educational Visits Coordinator is always in post and keeps up to date with the Outdoor Education, PE and DofE Service.
- Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures
- Off-site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance and adaptations or agreements made as required, in particular the schools' Behaviour Policy.
- All residential visits must be approved by the Governing Body and the LA before they take place and the regulations in the '*Off-site activities and educational visits*' document strictly adhered to.

- All other routine off-site activities must be approved by the EVC/Head Teacher before approval is given, the EVC/Head Teacher must be satisfied that:
 1. The activity is efficiently organised and supervised
 2. The activity is appropriate to the pupils in:
 - a. having significant educational value
 - b. being suitable to the pupils concerned having regard to their ages, abilities and aptitudes
 - c. being linked with the normal work of the pupils by preparation and follow up activities
 - d. promoting self-development

Communicating with parents/carers

- Parents/carers (or persons with parental responsibility) are informed in a timely manner of activities, especially the use of the grounds or local areas for Learning Outside the Classroom. Parents/carers will be asked to complete an annual or termly consent form to confirm that they have seen and agreed these details.
- The recommended medical form is collected e.g. annually, with a request to parents/carers to keep us updated with any changes (important!)
- Residential visits require visit-specific consent forms to be completed
- The school charging policy is agreed and includes all aspects of off-site activity or educational visits:
- Requests for voluntary contributions and their rationale
- Collecting and recording contributions and money
- A variety of transport is used following local guidance. Transport used may include:
 - Parents/carers' cars
 - Public buses (local, non-motorway travel)
 - Coaches (through recognised suppliers)
 - Trains (where appropriate or part of the learning in the venture)
 - Walking
 - Minibuses (for small group transport, e.g. choir, PE and sports teams)

Travelling on Coaches

- Children must not sit in the front seats beside the driver or in the central rear seat even if they are fitted with seat belts
- Seat belts must be used
- Adults travelling on an educational visit must be interspersed across the coach to provide effective supervision of the children and to minimise the risk of all adults being injured in the case of an accident
- Each child must have a seat of their own

Travelling by Car

- If the driver is a member of staff, the Head Teacher must ensure they are covered by insurance to transport
- If the driver of a car is a parent/carer they must inform the school that they have the necessary insurance cover to take pupils in their car (refer to Car Insurance Confirmation Form) and have a current Enhanced DBS Certificate
- All cars must be fully equipped with seat belts for every seat. It is the driver's responsibility to ensure that all passengers use seat belts

Inclusion (Including Pupils with Special Educational and Medical Needs)

The Head Teacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst

maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Medical Requirements / First Aid

It is vital that the medical requirements of individual pupils are identified before the visit. It is the responsibility of the organiser to ensure that specific medical items (such as inhalers and epipens) required by individual pupils are taken and that an appropriately trained person is available in case of emergency. It is the responsibility of the parent/carer to ensure all medical information about their child is passed on to the school so that records are accurate and up to date. A First Aid kit must be held at all times by the party leader.

Safeguarding

The school's Safeguarding Policy follows and includes off-site activity, including residential activity. In particular:

- guidance on acceptable behaviour and avoiding unnecessary contact is included
- suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with guidance (e.g. the degree of monitoring, frequency and intensity of contact), including DBS requirements.
- external providers or outdoor centres are drawn from the Outdoor Education, PE and DofE Service's
- checked providers list, which confirms that safety management checks are in place
- all data shared must be in line with Freegrounds Junior School's Data Protection and GDPR policy

Note: Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and DofE Service to ensure that suitable steps are taken

Risk Assessment

A risk assessment must always be carried out before setting off on a visit, using the Outdoor Education, PE and D of E Service Risk Assessment Forms, step 1 and step 2. This must also be entered on the Evolve approval system within the establishment and counter signed by the Headteacher/EVC in advance of the visit. The risk assessment needs to include the following considerations:

- what are the significant risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit? The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

Incidents and emergencies

- Guidance from the Outdoor Education, PE and DofE Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use
- The Children's Services Incident and Emergency 'Establishment Plan' has been used as the basis for all incident and emergency response

- Any concerns or 'near-misses' are discussed and recorded on an Accident and Incident Report form, to help consider changing strategies. They are also reported to the Outdoor Education, PE and D of E Service where necessary or if the information is useful.

Monitoring and review

- The school's monitoring policy has been approved by the senior management team and governing body, and is reviewed according to agreed procedures.
- Individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future
- The head reports to governors on an annual basis as to the effectiveness of the overall programme
- The policy is reviewed every three years or as required if regulations, guidance or circumstances change.