



Policy: Off – Site and Educational Visits Policy

## Introduction

St John's Meads C of E Primary School provides many opportunities to enrich the curriculum for its children/young people through off-site activities and educational visits. These include

Residential Visits for Years 5 and 6  
Day visits for all year groups from Reception to Year 6  
Use of the Local Community and Local Environment  
Visitors invited into school for curriculum workshops

The value of off-site activities and educational visits is well recognised by the Governing body/senior managers and fully supported throughout the establishment. Safety is recognised as important and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

This document outlines the specific policies and procedures for St John's Meads C of E Primary School. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- East Sussex County Council Local Authority's Off-site Activities and Educational Visits: Regulations and Guidance
- The Health and Safety Executive, in conjunction with the DfES, producing their *Health and Safety : Responsibilities and Powers* statutory document (2001)
- The DfES reviewed their 1998 document *Health and Safety of Pupils on Educational Visits* and produced their supplementary guidance in August 2002:
  - *Part 1 – Standards for LEAs in Overseeing Educational Visits*
  - *Part 2 – Standards for Adventure*
  - *Part 3 – A Handbook for Group Leaders.*

## **1. Roles and Responsibilities**

### **The Governing Body must:**

- ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems
- ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Governing Body and the Application for the Approval of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form signed by a nominated governor, see Appendix 1.



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### **The Head Teacher/manager must:**

- ensure that the management of visits and ventures meets the regulations and guidance offered by the County Council, DfES and others, as well as conforming to the establishment's own health and safety policy
- ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of the Head Teacher/manager and either the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form, see Appendix 3, or the Events planner sheet, signed by the head teacher prior to the off-site activity taking place.

### **The Educational Visits Coordinator must:**

- liaise with the Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that the County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- to be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- ensure that procedures for Disclosure and Barring Service disclosures are in place as necessary
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur
- ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses') online at Czone <https://eastscs.info-exchange.com/> (school users only).
- support the head of establishment in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.



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### The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LA's policies and procedures
- plan and prepare for the visit and assess the risks with the EVC
- define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do
- obtain the Head Teacher approval for the visit
- have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the children/young people is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the establishment base contact
- ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- **Take a copy of the insurance policy document**



Insurance certificate (1) TAKE A

### Parents must:

- provide the EVC with emergency contact number(s)
- sign the consent form
- give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a child/young person home early and who will meet the cost

### The children/young people must:

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

### **NB: Trips outside of Sussex E.G. Trips to London in light of recent events**

#### Ensure that:

- 1) Visits outside of Sussex are recorded on Exeant for ESCC notification.
- 2) The visit leaders number is correct and contactable for the duration of the visit (they should regularly check for messages)
- 3) The emergency contact number provided for the school is correct and contactable for the duration of the visit.
- 4) An itinerary is provided with clear timings and locations.



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## 2. Guidance Notes for Off-site Activities and Educational Visits

To ensure good practice and to comply with the necessary regulations it is expected that:  
All group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the Outdoor Education Adviser.

The EVC should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. to the church or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained. The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the Outdoor Education Adviser should be contacted.

Parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. A copy will need to be held by the emergency contact person for residential visits.

An internal approval form will need to be completed when the visit is non-residential, non-hazardous and in the UK and checked by the EVC.

An Application for the Approval of Residential, Hazardous and Overseas Educational Visits by Head Teacher, Governing Body and East Sussex County Council form will need to be completed when the visit is residential, and/or hazardous and/or overseas. It will need to be checked by the EVC, signed by the Head Teacher/manager and a representative of the Governing Body/operations manager and then sent in to the Outdoor Education Adviser at least six weeks before the visit.

Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey,



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activities and down time if a residential.

Several example risk assessments are available for all types of transport and several completed regularly used risk assessments can be found on the school network drive [O:\Risk Assessments\Risk assessments completed for trips](#)

External providers may have their own risk assessments that will need to be seen by the group leader. Some East Sussex external providers will have example risk assessments;

A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.

If volunteers are being used for the visit, they will need to be fully briefed and a DBS check must be carried out if they are used regularly and if the visit is residential.

The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the children/young people are wearing seat belts. A current East Sussex Minibus permit is required to drive a minibus.

If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be



Charging and Remission Policy.doc

requested. Other visits may be charged for. See Charging and Remission Policy

School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the children/young people are taking belongings and the visit is abroad. Parents should be informed of the insurance arrangements.

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Co-ordinator: Harriet Mackie-Savage



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The supervision ratios need to meet the requirements summarised in the table (Appendix 1) below though these are minimum ratios and the group leader must consider the children/young people involved, the type of activities, the site and the experience and competency of the supervising adults.

**Appendix 1**

**Supervision ratios and qualifications guidance for non-hazardous ventures**

Activity	Qualifications/ staffing	Ratios	Notes
<b>Local visits</b> – in the local area, close to support at the base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required, unless in exceptional circumstances</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults. Leaders should reflect the gender of the group.
<b>Day visits</b> – more than 60 miles or one hour from base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards	
<b>Residential visit, UK or abroad, and visits abroad</b>	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10 pupils in school year 4 upwards These ratios <b>do not</b> include the centre/residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2. <b>Leaders must reflect the gender of the group.</b>

The leaders need to know that in an emergency they should:

- Ensure the children/young people are safe
- Contact their emergency contact person and give them the details
- Follow the procedures to be followed in the event of a serious accident/incident or fatality.  
**See Crisis Management Procedures** – School Office Noticeboard & Policies File/school website.

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It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried, check with the EVC about how this will be arranged.

On return from the visit, the group leader should report to the EVC and complete an evaluation report where necessary, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the Offsite Education Adviser

[Offsiteactivities@ eastsussex.gov.uk](mailto:Offsiteactivities@eastsussex.gov.uk)

Phone: 01273 482522

If there has been an incident, then the appropriate report form must be completed.

<https://eastsc.info-exchange.com/>

All the planning of the visit could be supported by the use of a checklist.  
See Appendix 2

When students are attending external training providers/off-site organisations, the following should be in place.

- A partnership agreement between St John's Meads Church Of England Primary School and the external training providers/off-site organisations.
- A risk assessment for the students' journeys for the learning experiences.



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Appendix 2**

Off-site Activities and Educational Visits Checklist.

This checklist should be used in conjunction with the East Sussex Off-site Activities and Educational Visits: Regulations and Guidelines (OAaEV)

1. Is there an identified group leader who meets the definition of a leader in the OAaEV?	
2. Is there a clearly identified purpose and specific objectives for the visit?	
3. Is there an identified location for the visit which suits the purpose?	
4. Have the risk assessments been written for:	
a) the journey(s)	
b) the down time if necessary	
c) the activities if necessary	
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAaEV?	
6. Have the plans been discussed with your EVC and approved by the Headteacher?	
7. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Governors using Appendix 3 from OAaEV at least seven weeks before the visit?	
8. Are the staff and volunteers suitably qualified and competent?	
9. Have CRB checks been carried out if required (essential for residential visits)?	
10. Are the staff/children ratios acceptable according to the OAaEV and for the activities proposed?	
11. Does the gender of adults reflect the pupils' gender (essential for residential)?	
12. Has a preliminary visit been made?	
13. Has parental consent been obtained?	
14. Have the staff and volunteers been made aware of the children's dietary and medical needs?	
15. Is a first aider and first aid kit available?	
16. Is insurance arranged where necessary?	
17. Have EHIC cards been acquired for visits to Europe?	
18. Has appropriate legal transport been arranged?	
19. Have adequate arrangements been made to finance the visit?	
20. Have all the children been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?	
21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?	
22. Has an emergency contact person been arranged through the establishment who has copies of the childrens and visits information?	
23. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using Appendix 3 from OAaEV, at least six weeks before the visit?	
24. Have other staff who will be affected by the visit been notified?	
25. Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser?	