



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 board /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:](#)
- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- National Guidance <http://oeapng.info/>

1.Roles and Responsibilities

The Governing Board must:

- ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems
- ensure that the Governing Board 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 Board and the Application for the Approval of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Board And East Sussex County Council form signed by a nominated governor, **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 Board 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//EVC and either the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Board And East Sussex County Council form, see [Appendix 1. Exeant Offsite Approvals Software](#) Or, Risk Assessment/Checklist/ Events planner sheet which has been 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://eastscce.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/adults 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/staff/volunteers special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- SEND Policy and Supporting Children with Medical Conditions Policy
<https://www.meads.e-sussex.sch.uk/policies/>
 - **TAKE A COPY OF THE INSURANCE POLICY**
 - **INSURER: Ace Group.**
 - **ESCC POLICY NUMBER: UKBCHC64604**
 - **POLICY HOLDER: East Sussex County Council**

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

Trips outside of Sussex eg.trips to London

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.

First Aid: 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.

<https://www.meads.e-sussex.sch.uk/wp-content/uploads/2018/09/First-Aid-Policy.pdf>

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

Consent Form: ESCC recommends that consent be obtained using an annual consent form for Offsite Activities and Educational Visits that are local and non-hazardous, which are routinely organised or part of the programme, for which information has been given. [ESCC Template](#) Academies, free schools and independent schools should review ESCC template prior to use to ensure it reflects your insurance requirements. See Appendix 5

Risk Assessments/Checklists/Supervision Ratios – Internal Approval Form: An internal approval form will need also to be completed when the visit is non-residential, non-hazardous and in the UK and checked by the EVC. [See Appendices 2 & 3](#)

Approval of Residential Hazardous and Overseas Visits: An Application for the Approval of Residential, Hazardous and Overseas Educational Visits by Head Teacher, Governing Board 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 Board/operations manager and then sent in to the Outdoor Education Adviser at ESCC at least four weeks before the visit.

Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, 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 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; [O:\Risk Assessments](#) (on school network). A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.



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Volunteers: 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. See Volunteer Policy. Also a staff member or volunteer who has any allergies/medical conditions must complete the Confidential Staff/Volunteer Individual Healthcare Plan

Transport: 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. There must be 2 adults in the vehicle when transporting the child/children one adult must hold a DBS enhanced clearance check. The volunteer driver must have completed the school transport form and given details of their driving licence, car insurance and MOT before transporting pupils in private vehicles. <https://www.gov.uk/child-car-seats-the-rules> When coaches and minibuses are used the leaders should ensure the children/young people are wearing seat belts. The school does not have a mini-bus. A current East Sussex Minibus permit is required to drive a minibus.

When using public transport, inform the company of the size of the group and the date on which you will be using the transport. Be respectful to members of the public and be aware of strikes, delays and cancellations.

Contributions towards offsite visits and trips may be requested.

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

https://czone.eastsussex.gov.uk/media/1430/school_journey_insurance_claims_guide.pdf

The supervision ratios need to meet the requirements summarised in the table (**Appendix 2**) although these are minimum ratios, 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.

Crisis Management Procedures – Held in the school office/noticeboard and on school network School Policies and Documents. [Emergency Information Helplines ESCC](#)

Emergency Contact

For every visit an emergency contact needs to be highlighted, and this person should be contactable 24/7 for the duration of the visit. They should have all relevant information of the visit, including contact numbers, medical information, an itinerary and full understanding of ESCC critical incident support system and the establishment's emergency procedure. They should be an individual who can work well under pressure and in stressful situations.

Reporting accidents

The ESCC Health and Safety team has an online accident reporting system, which can be accessed via Czone or [services to schools website](#). It is advised that a printed template is taken with the Visit Leader on any visit, so details can be written down whilst they are at the forefront of their minds. Please ensure that there is a system in place for handing over incidents/injuries to parents on return from a visit. For academies and schools not using the ESCC Health and Safety system. If there are any significant incidents, near misses or violent incidents during offsite visits please inform the OEA by email as soon as possible.



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Useful contacts

Offsite Education Advisor Leanne.bentley@eastsussex.gov.uk 01273 482522

Claims Administrator garry.saunders@eastsussex.gov.uk 01273 481578

Kim Hicks (Health and Safety) kim.hicks@eastsussex.gov.uk 01273 481938

Crisis Management julian.patmore@eastsussex.gov.uk 01273 482849

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.



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Appendix 1

[Exeant Offsite Approvals Software](#)

This is the web based system for recording and approving offsite visits. Exeant links to National Guidance and includes hyperlinks to relevant documents to assist in the completion of the online form.

The system will:

- notify the EVC and Head teacher of intended visits, allow them to make comments and approve or decline a visit application
- inform the Offsite Education Advisor where ESCC approval/advice is required,
- allow Schools Governors to have 'read only' access so that they can receive an overview of which visits are taking place.

For each establishment there must be a registered, qualified EVC and a Head Teacher/manager who will be responsible for checking and internally approving/rejecting visits.

Establishment staff responsible for leading visits will need to register and are responsible for submitting visit details onto Exeant, ensuring they upload:

- Relevant risk assessments (e.g. Down Time if residential)
- A Copy of the letter to parents
- A completed [provider questionnaire](#) for centres providing adventure activities or tour operators that do not have a Learning Outside the Classroom (LOtC) Quality Badge

Other documents you may wish to upload could include: expedition route-cards (DofE), trip itinerary, finance records (for establishment use), register.

The EVC and Head/manager have a responsibility for ensuring staff changes are managed on the system; staff who leave should have their accounts terminated. If the EVC or Head is leaving, contact the OEA at ESCC to inform them and ensure there is an adequate replacement. Equally, the OEA should also be informed if the EVC or Head Teacher is off for a prolonged period of time.

There are help documents available on the Exeant website and ESCC has produced a start-up guide available on the Exeant system under 'documents'.

Visits that require ESCC approval cannot take place until approval has been granted as this could jeopardise the insurance cover in place. It is recommended that Academies, free schools and independent schools follow the advice of the OEA, however ultimately the decision is that of the Head Teacher.



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Appendix 2

Supervision ratios and qualifications guidance for non-hazardous ventures

Routine offsite visits, which are straight forward, covered by blanket consent, or do not require consent and can be covered by a generic risk assessment. This could include, PE fixtures, weekly swimming lessons,

Activity	Qualifications/ staffing	Ratios	Notes
Local visits – 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 a minimum of two leaders required, unless in exceptional circumstances	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.
Day visits – 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 a minimum of two leaders required	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	
Residential visit, UK or abroad, and visits abroad	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required	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 do not 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. Leaders must reflect the gender of the group.

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

Crisis Management Procedures – Held in the school office/noticeboard and on school network School Policies and Documents. [Emergency Information Helplines ESCC](#)



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Appendix 3**

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?	



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Appendix 4 – Sample Parental Consent Form**

ANNUAL CONSENT FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Dear Parent/Carer

I wish my child.....to:

- a) take part in school trips and other activities that take place off school premises; and
- b) If necessary be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - o all local non hazardous visits that take place inside and outside of school hours
 - o off-site sporting fixtures inside and outside of school hours,
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

The school can accept no liability for property damage and losses of personal effects, unless the school are negligent.

My child has : (delete as appropriate)

- No illness, allergy or physical or mental condition.
- The following illness, allergy, physical or mental conditions, emotional wellbeing and/or medication:

.....

Pre-existing conditions: ESCC insurance may not cover claims for pre-existing conditions – whether long term, e.g. epilepsy, or short term, e.g. a broken leg – unless it can be shown that GP consent to travel has been obtained and conditions of travel have been met. Consent prior to the trip does not have to be written, it can be verbal, however in the event of a claim being made written approval from a medical practitioner may be required. By signing parental consent forms, parents are agreeing to this condition and confirming it has been met.

Doctors Name: Surgery.....

Telephone:.....

I consent to any emergency medical treatment necessary during the course of the visit.

Parental/Guardian signature:.....



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Contact Information

1:Emergency Contact

Name.....

Address.....

Telephone.....

Relationship to child

2 Emergency Contact:

Name.....

Address.....

Telephone.....

Relationship to child:.....

I give consent for the medical and emergency contact information provided to be used for the purpose of effective planning of school trips. In some circumstances the data will be shared with ESCC, for the purpose of approving visits and also any external providers involved in the organisation and delivery of the visit. The data will be held until your child is 25years old, in accordance with out retention schedule. For more information about your rights, please contact the school's Data Protection Officer

Yes No

Please be aware if consent is not provided, it may not be possible to include your child within the visit.

Swimming Ability: (delete as appropriate)

My child is a: Confident swimmer / Weak swimmer / Non swimmer

Additional information

Consent for taking images:

During the visit we are likely to take pictures/videos. We would like to use these in presentations, displays or in booklets, newsletters or publicity.

In the event of any images of my child being taken, I consent to them being used for educational purpose. I understand any photos where my child is easily identifiable (close facial shot) I will be informed first.

Yes / No (delete as appropriate)

Consent to the images being used on the schools website: Yes/No (delete as appropriate)

Other information:

Please provide details of any other information you feel the school/visit leader needs to be aware of.....

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I have completed the form to the best of my knowledge, if any information changes prior to the visit taking place I will inform the school immediately and if required seek medical consent from our GP.

Parent/Guardian Signature:..... Date:.....

Three copies of this form are desirable, one for the parent/guardian to keep, one for the school to retain, one for the visit leader to take on the visit.



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Appendix 5

School Policies and Documents to be read in conjunction with the Off-Site and Educational Visits Policy

- [Accessibility Plan 2018-21](#)
- [Behaviour Policy](#)
- [Charging & Remission Policy](#)
- [SEND Policy 2018-19](#)
- [Acceptable Use of Mobile Phone & Camera Policy](#)
- [Child Protection & Safeguarding Policy](#)
- [Data Protection Policy](#)
- [Early Years Policy](#)
- [First Aid Policy](#)
- [Freedom of Information Policy & Publication Scheme](#)
- [GDPR Privacy Notice](#)
- [Health & Safety Policy](#)
- [Keeping Children Safe in Education \(KSiE\)](#)
- [Online Safety & Social Media Policy](#)
- [Physical Education Policy](#)
- [Preventing Extremism & Radicalisation Safeguarding Policy](#)
- [Supporting Pupils with Medical Conditions Policy](#)
- [Volunteer Policy](#)