



MALTMAN'S GREEN
SCHOOL

Off Site Visits Policy

This policy also applies to the EYFS

Related documents

Safeguarding and Child Protection Policy and Procedures
Code of Conduct for Staff
Supervision Policy
Medical Policy

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1 Introduction

We are committed to providing a high standard of education for all our children and off site visits are a means of providing additional educational benefit.

All visits should be relevant to the broad curriculum we provide in school, and have the intention of adding depth to the curriculum, as well as fostering independence and providing the opportunity for pupils' pastoral development.

2 Aims

The aim of this policy is to give staff and parents clarity on our procedure for organising off site visits, and what they should expect from the School. It also gives staff clear guidelines on the correct procedures to follow at each stage of planning an off site visit.

3 Objectives

- To have real-life experience of what has been studied in the classroom;
- To use specialist facilities unavailable on school premises;
- To learn from adult specialists in their own field;
- To engage with other children undertaking a parallel learning experience;
- To provide personal challenges that build self-awareness and self-esteem;
- To contribute to the local community; and
- To take pupils abroad when a comparable experience is not easily obtained in the UK.

4 Other relevant documents

Staff should read this policy in conjunction with:

4.1 The following internal school documents:

- Process for Arranging an Off Site Visit¹ (see Appendix 1)
- All documents in the following folder: <T:\Staff Resources\Outings & In-House Events>;
- Safeguarding and Child Protection Policy and Procedures;
- Code of Conduct for Staff,
- Supervision Policy; and
- Medical Policy.

4.2 The following external documents:

- Department for Education: Health and Safety on Educational Visits (November 2018) (this can be found at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>); and
- HSE: School trips and outdoor learning activities (June 2011) (this can be found at: <https://www.hse.gov.uk/services/education/school-trips.pdf>).

¹ Found at: <T:\Staff Resources\Outings & In-House Events>

5 Note for Parents Regarding Residential Trips

The Headmistress reserves the right to request that a parent arranges for the collection of their child from any school trip, whether in the UK or abroad, if she deems that the child remaining with the party will compromise the safety of either the child or another member of the party. This WILL be at the parents' OWN expense.

6 Guidance on Procedures

Please note that this information supplements what is stated in the School document 'Process for Arranging an Off Site Visit²' found in Appendix 1 of this Off Site Visits Policy and does not seek to repeat this information.

There are two main types of off site visit³:

6.1 Routine visits

These take place within our Local Learning Area (see Appendix 4 and Appendix 5) and if the nature of the trip is deemed to be low risk e.g. visit to a local school for a workshop. Routine visits involve no more than an everyday level of risk, such as slips and trips and are covered by the School's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom

6.2 Trips that need a risk assessment and extra planning

These are trips not covered by current policies. This could be due to things such as:

- the distance from school,
- the type of activity,
- the location, and
- needing staff with specialist skills.

Occasionally we may just need to review our current plans or arrangements that were successful on previous trips, and at other times, there may be a need for an alternative risk assessment, alongside detailed planning and approval. We aim for planning and risk assessment to be proportionate and sensible, focusing on how to manage genuine risks.

Please see the School's Educational Visits Coordinator (EVC) should you need guidance on this.

6.3 General Notes

- Whole-class visits will be open to every pupil who is a member of that class.
- Children going off site must be accompanied by suitably trained and experienced adults and appropriate adult-pupil ratios be maintained throughout the visit.
- One named adult will be designated as the Visit Leader.

² Found at: <T:\Staff Resources\Outings & In-House Events>

³ Based upon Department for Education: Health and Safety on Educational Visits (November 2018) (this can be found at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)

- Upon signing the Parents' Terms and Conditions, parents consent to their daughter/s taking part in all educational visits; parents must specifically notify the School in writing that they do wish for their daughter to take part in a specific educational visit.
- Parental consent is required for any residential trips or trips deemed as high risk.
- Children should not take electronic devices, such as games, tablets or mobile phones on off site visits.

7 Visit Leader Responsibilities

7.1 General

- The Visit Leader should read the following notes alongside the document entitled 'Procedure for Planning an Off Site Visit'⁴, which can be found in Appendix 1 – the remainder of this Off Site Visits Policy refers to the heading names in the 'Procedure for Planning an Off Site Visit' document.
- For any visits using an outside organisation to provide an activity, the Maltman's Green Visit Leader must check that they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. You can check to see if an organisation holds the LOtC Quality Badge by visiting: <https://www.lotcqualitybadge.org.uk/search>.
 - If an organisation does not hold the badge, the Visit Leader must check that the organisation is an appropriate organisation to use by using the 'Provider Form', found in the following location: <T:\Staff Resources\Outings & In-House Events\10. PROVIDER FORM>.
- The Visit Leader must ensure that appropriate insurance cover has been obtained and confirmed by the School Bursar.
- The Visit Leader books the visit and keeps copies of all relevant correspondence.
- The Visit Leader checks that permission has been obtained for all pupils and accounts for nil returns, prior to setting off.
- Immediately, prior to departure, names of pupils should be confirmed with the School Office in person.

7.2 Coach quote

- Booking forms can be found in the following location: <T:\Staff Resources\Outings & In-House Events\5. TRANSPORT BOOKING REQUEST>.

7.3 Other costs/budget approval

- The Visit Leader liaises with the Bursar regarding costs, and the collection of monies.

7.4 Transport

- The Visit Leader is responsible for ensuring that the Coach Safety Guidelines, found in Appendix 2 of this Off Site Visits Policy, are followed throughout the whole trip, especially when the trip involves the use of coaches other than to and from the visit location.

⁴ Found at: <T:\Staff Resources\Outings & In-House Events>

7.5 Catering

- Forms can be found here: <T:\Staff Resources\Outings & In-House Events>.

7.6 Risk assessment

- Wherever possible, a risk assessment and a preliminary visit should be undertaken by the Visit Leader before setting out.
- The Visit Leader must review plans/arrangements that were successful on previous trips, create a new risk assessment, taking into account the Coach Safety Guidelines found in Appendix 2 of this Off Site Visits Policy, and the Supervision Policy, , both of which can be accessed at the following location: <T:\Staff Resources\Outings & In-House Events\8. RISK ASSESSMENTS FOR TRIPS\POLICIES TO BE USED TO INFORM RISK ASSESSMENTS>⁵ Regardless of the method chosen, documents must be submitted to the EVC for review and signed off by the Headmistress 1 week prior to the off site visit.
- The Visit Leader ensures that at least one adult accompanying the visit will be responsible for managing pupil medication and a First Aid box. This person must be stated on the Risk Assessment.
- The Visit Leader will ensure that pupils have been adequately prepared for the visit, paying particular attention to any pupils with special or medical needs have been personally briefed, taking their specific needs into account. This preparation should include behaviour expectations, how to keep safe and ensuring that the pupils know what to do if they become separated from the party. **A member of staff with current 'Administration of Medicine' training should be present on all visits with pupils who receive regular medication.**
- The Visit Leader ensures that all accidents/incidents are dealt with appropriately and recorded correctly on the incident report forms and 'School Outing Note to Parents' forms, which the EVC will provide with wristbands to the Visit Leader and that the Headmistress is fully informed as soon as possible by telephoning the School or named senior member of staff. The School's Emergency Action Plan is part of the 'Outing Cover Sheet' and must be taken on all off site visits⁶ - it can also be found in Appendix 3 of this document.
- The Visit Leader is responsible for ensuring that all accompanying adults and pupils have been briefed prior to the visit about risks, safety procedures, and expected behaviour.

7.7 Staffing

- The Visit Leader suggests staff to accompany the visit, after consultation with a member of the SLT. The School Office may send out a SchoolPost requesting additional parent volunteers, for a day trip, if required.
- Parent volunteers for school trips do not require enhanced DBS checks but the Visit Leader must ensure that parent volunteers are supervised at all times and must not be involved in personal care. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
- The Visit Leader arranges the named senior member of staff who will act as the contact person for the duration of the visit. The Visit Leader will be responsible for

⁵ Past Risk Assessments and a blank Risk Assessment form can be found in the following location: <T:\Staff Resources\Risk Assessments\Risk Assessments - OUTINGS & TRIPS>, however, please speak to the EVC if you have any questions, as Risk Assessments can be completed in many different ways, according to the level of risk involved for a particular visit

⁶ <T:\Staff Resources\Outings & In-House Events\2. OUTING COVER SHEET>

taking the School, or suitable other, mobile telephone and for ensuring that both he/she and the named senior contact person have exchanged telephone numbers. This must be documented on completed trip paperwork, prior to final approval of the trip.

- Staffing levels should be generous and take due consideration of the age of the pupils, nature of the activities taking place and the location of the visit. EYFS pupil:staff ratios must be adhered to as laid out in the EYFS Framework 2021.
- Whenever girls are off site, a paediatric first aider will always be present.

7.8 Letter to parents

- The Visit Leader writes the School Post to the parents regarding the visit and obtains the permission of a member of senior staff before sending it.

7.9 Matron

- The Visit Leader ensures that at least one adult accompanying the visit will be responsible for managing pupil medication and a First Aid box. This person must be stated on the Risk Assessment.
- Any medication administered must be documented.

7.10 Evaluation

The Visit Leader should evaluate the trip on their return and submit this to the EVC, suggesting improvements or amendments for the future.

8 Residential Visits:

In addition to the above:

8.1 General

- The Visit Leader is responsible for informing the centre where the children will stay of any special food or medical requirements, or any reasonable adjustments for disability that will need to be accommodated.
- The Visit Leader will be responsible for letting the School know of the safe arrival of the party.
- The Visit Leader will be responsible for arranging for parents to be told of the time the children will arrive back in school.
- The Visit Leader is responsible for taking decisions regarding changes from the planned activities.
- The Visit Leader is responsible for ensuring that all pupils are appropriately supervised throughout the visit, with children given clear guidelines about where and how they may spend their free time. These guidelines must make clear that pupils must always be within close contact of a supervisory adult.
- The Visit Leader, or a person appointed by them, should accompany any pupil requiring medical treatment, and ensure that a translator is provided if needed.
- The Visit Leader should accompany any pupil who has been detained by an official, such as the police or passport control, and remain with her while seeking advice from the named senior member of staff in school, on how to proceed.
- The Visit Leader, or a person appointed by them, is responsible for the safe-keeping of monies and personal documents, such as passports and visas, belonging to pupils.

- A full evaluation of the trip should be undertaken by the Visit Leader as soon as possible after arrival home.

8.2 Parent Meeting

- The Visit Leader will arrange a parents' pre-trip briefing.

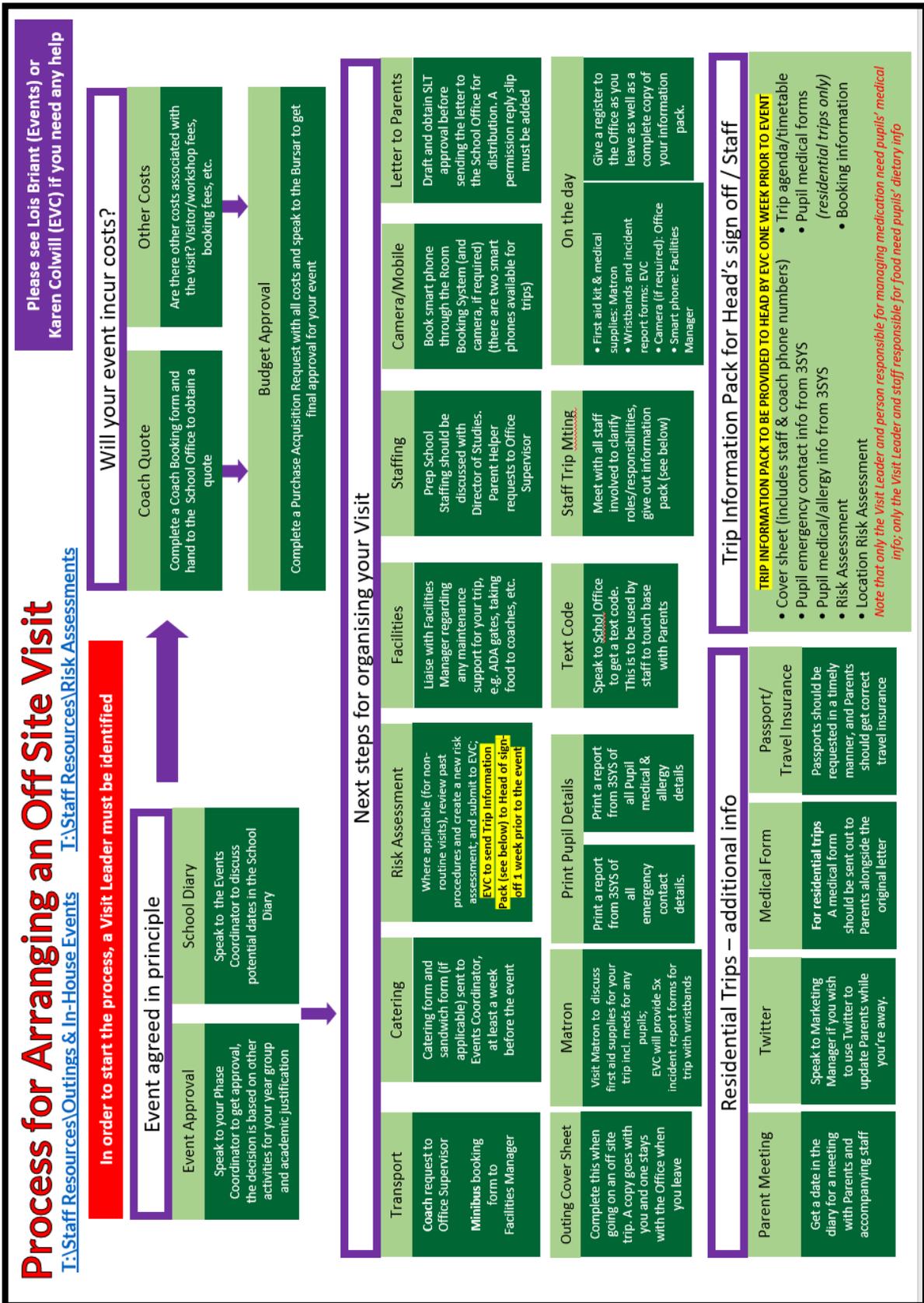
8.3 Text Code/Twitter Account

- The Visit Leader will be responsible for updating parents on the visit.

9 Sports Fixtures

- Fixtures should be scheduled to avoid pupils missing curriculum lessons wherever possible.
- Scheduling of fixtures needs to be approved by a member of the SLT.
- Members of staff in charge to ensure they have a school phone.
- Children attending a fixture must be accompanied by at least two adults.
- Depending on the nature of the fixture and the number of pupils attending, more adults may be required. A register must be taken.
- All staff and coaches accompanying the fixture shall be required to have a satisfactory enhanced DBS check.
- One named adult will be the Fixture Leader.
- One adult should be responsible for managing pupil medication and for taking and managing a first aid kit.
- A sports-specific risk assessment for all home and away fixtures will be completed annually in September; this can be found in the following location: [T:\Staff Resources\Risk Assessments\Risk Assessments - PE ACTIVITIES](#).
- All pupils on a fixture (on or off site) must have consent from a parent/guardian.
- If pupils will be late arriving back at school following a fixture, the teacher responsible for the fixture is required to notify parents of the estimated time of arrival by contacting the School Office before 6:30pm; the School Office will then contact parents via MSP.
- For fixtures where a late arrival may occur beyond 6:30pm, our SOCS system will need to be setup in advance of the fixture should parents need to be notified.

10 Appendix 1: Process for Arranging an Off Site Visit



11 Appendix 2: Coach Safety Guidelines

Planning

- Each Pupil to be allocated a coach (form outings lists may be used for this);
- Each teacher to be allocated a coach, ensuring that each coach contains at least one First-Aider, and their names added to coach lists;
- Make 2 copies of the coach lists;
- Remind children of expected behaviour on and off the coach.

Day of Outing or Trip

- Children to board their allocated coach;
- Ensure children are wearing seatbelt – check this again before setting off;
- Using one coach list take a register of children actually present on each coach prior to departure;
- Delete the names of the pupils not present on each coach using the second coach list and return this to the office so there is a record in school of who is on which coach in case of an emergency;
- On the return journey ensure the children use the same coaches again and take a register before departure;
- When a visit lasts for more than one day and involves coach trips other than to and from school, a pupil and staff list should be prepared for each coach trip and the register taken on every occasion prior to the coach setting off.
- Pupils and adults must remain seated at all times when the coach is moving.

In Case of Emergency

- Staff must use the Emergency Action Plan (appendix 3);
- All staff accompanying a visit should be thoroughly familiar with its contents, and a copy must be taken on all overnight or long distance trips.

Coach Stops

Children are not allowed to go into service stations unaccompanied.

- Remind the children that they must stay with a member of staff at all times;
- Remind the children of the dangers of traffic at the service station;
- One member alights from the coach and makes sure all is safe and there is a safe place for the children to line up;
- One member of staff to go ahead and look for a suitable place to gather or eat, if applicable;
- All pupils to stay together and go to the meeting place together;
- One member of staff to stay with the main group while another takes a group of children to the toilet (pupils may not go to the toilet unaccompanied);
- Children must wait to be taken back from the toilets as a group and not be allowed to walk back by themselves;
- Children should not need to buy anything from the service station shop.

12 Appendix 3: Emergency Action Plan

Should an incident occur the basic priorities should be the same:

- Try to make the **group safe** without putting anyone else in danger;
- Contact **emergency services** if necessary (**dial 112**, not 999, so that the emergency services can use the GPS through the mobile being use to track the location of the emergency);
- Inform the **school contact**, who is a member of the SLT;
- SLT member to contact the Headmistress.

The basic procedures after this urgent action should be the same:

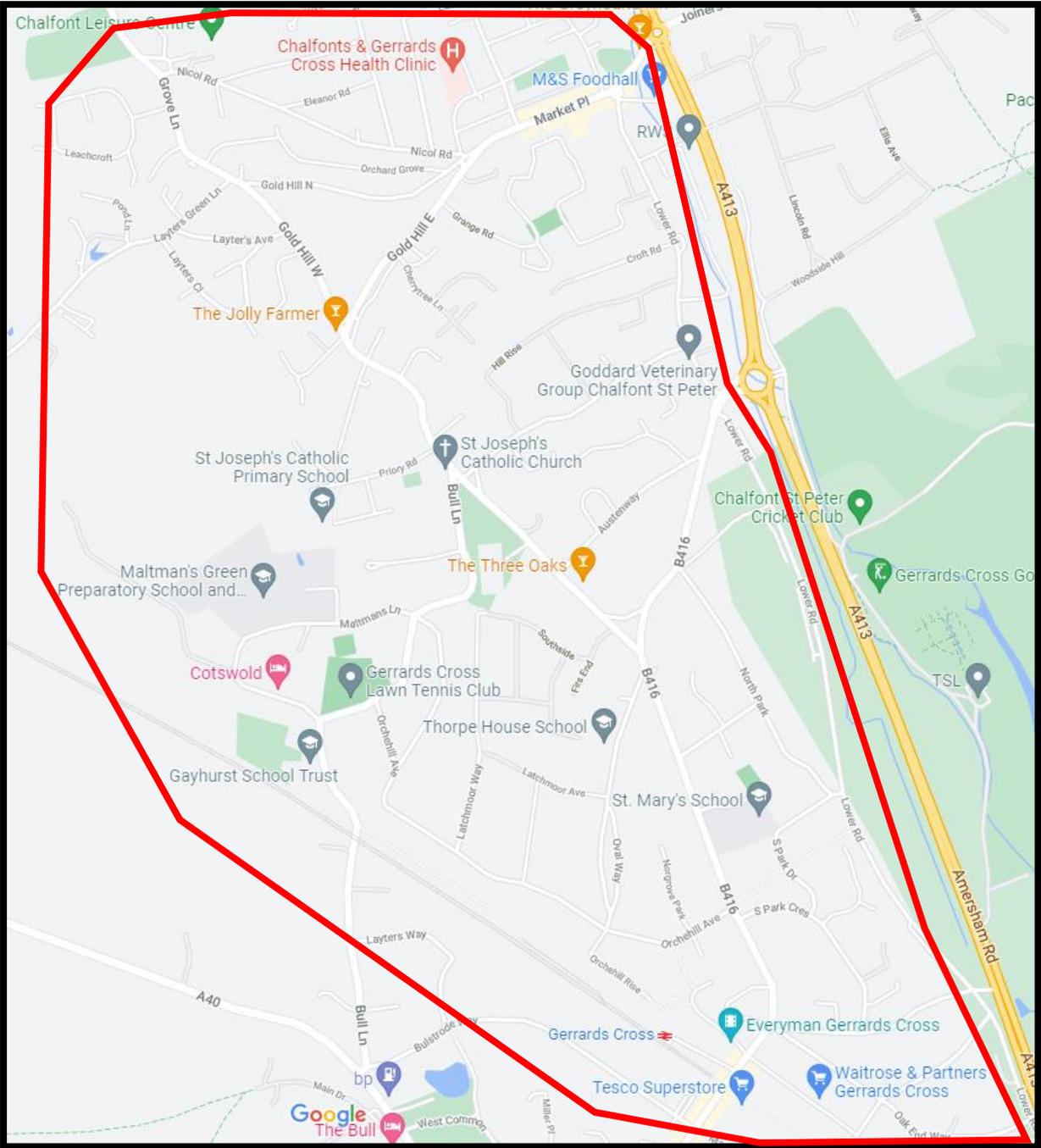
- Establish the nature and extent of the emergency with full details of any casualties;
- Ensure all in the group who need to be aware that there is an incident, are aware of it and that they follow emergency procedures;
- If a casualty has to be hospitalised, a responsible adult accompanies the casualty;
- Make arrangements for the rest of the group.

Later action should include:

- Making detailed notes of the incident and the aftermath whilst it is still fresh in the memory. This should include photographs and witness statements if appropriate;
- Liaising with the school contact until the incident is resolved;
- The school contact liaises with parent/s as appropriate and as promptly as possible;
- If relevant, completing the necessary paperwork, including an accident report form.

All staff accompanying a visit should be thoroughly familiar with its contents, and a copy of all the trip paperwork must be taken on all overnight or long distance trips.

13 Appendix 4: Local Learning Area



14 Appendix 5: Local Learning Area: Information for Visit Leaders

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on a 'Local Learning Area Signing Out Sheet', available from the Staff Office, and left with the School Office upon departure;
- Do not require parental consent; or
- Do not normally need additional risk assessments, other than following the Operating Procedure below (if the visit / activity requires additional risk assessments, then please follow the process in the Off Site Visits Policy for Off Site Visits.

Although it is not necessary to follow the 'Off Site Visits Flow Chart', appended to the Off Site Visits Policy, this is nonetheless a useful document to aid you in your preparations for your visit / activity.

Boundaries

The boundaries of the Local Learning Area are shown on the map appended to the Off Site Visits Policy.

Operating Procedure for Local Learning Area

The following are potentially significant issues / hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The Headmistress must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of two adults, unless agreed otherwise with the Headmistress.
- Staff are familiar with the area and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group (this can be done on the playground prior to leaving).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupil's clothing and footwear is checked for appropriateness prior to leaving the School.

- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will complete a 'Local Learning Area Signing Out Sheet' prior to leaving, and pass to the School Office upon departure.
- A mobile is taken with each group (the number for this mobile is to be stated on the 'Local Learning Area Signing Out Sheet).
- The Visit Leader takes the sheets appended to the 'Local Learning Area Signing Out Sheet' with them on the visit /activity ('Emergency Action Plan' and 'Specific Advice in the Event of a Terrorist Threat').