



Gossey Lane SCHOOL

Gossey Lane Academy

EDUCATIONAL VISITS AND OFF-SITE POLICY

Approved by: Governing Board Policy Committee

Signed: Date:

September 2002

This policy should be read in conjunction with the DfES booklet 'Policy Guidance for Educational Visits and Learning Outside the Classroom' (2015) published by Birmingham City Council.

Introduction

Off-site activities are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

1. The Value of Educational Visits

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences which would be impossible within the school boundaries. Such visits can strengthen pupils' sense of belonging to the school and help generate positive relationships with their teachers and peers.

2. Health and Safety

- 2.1 It is vital that such visits are competently run, in terms of the health and safety of all participants, and in order to achieve the aims of the visit.
- 2.2 The safety of the party is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety.
- 2.3 The head teacher must be satisfied that suitable and sufficient risk assessments have been carried out and that appropriate safety measures are in place, including appropriate levels of supervision bearing in mind these may vary according to the nature of the visit, age of the pupils and any special needs/medical needs considerations. The governing body must be satisfied that the policy is being implemented correctly.
- 2.4 Records should be kept of any visits, including risk assessments and accident reports. These records are kept by the EVC in a Risk assessment file.
- 2.5 Risk assessments and procedures for managing risks is a legal responsibility of employers and must be carried out by a trained person (party leader or organiser).
- 2.6 The party leader is responsible for completing a risk assessment (appendix 3), which complies with the Travel and Walking Guidelines (appendices 1 and 2). This is handed to the Educational Visits Co-ordinator (EVC), who in turn checks the document and passes it onto the Headteacher. (The EVC can be sole signatory where appropriate)
- 2.7 All visits involving adventurous activities and all visits to 'wild country' must be notified to the LA using form OE2005.
- 2.8 Visits Abroad must be notified to the LA (Overseas Visits form OSV 2005)

- 2.9 The Headteacher/EVC is responsible for ensuring that forms EO2005 and OSV2005 are sent to the Local Authority for approval.
- 2.10 Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of themselves or others, the party leader should discuss with the Headteacher the possibility of excluding the child from the activity. If decisions of this nature are made, all reasons should be identified and recorded.
3. Prior to the Visit
- 3.1 Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures published by Birmingham Local Authority (available from the EVC). All off-site activities must take place under the terms of these regulations, advice and procedures.
- 3.2 Where staff are proposing to arrange an off-site activity the approval of the Headteacher/EVC must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided by the member of staff to allow for an informed decision to be made.
- 3.3 Where the activity involves a period of more than 24 hours, an overnight stay or a journey by sea or air, the Headteacher will seek the approval of the Governing Body and the Local Authority should be notified if appropriate (see above 2.7, 2.8)
- 3.4 Where appropriate (e.g. new visits) the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.
- 3.5 Proposed visits should have a clear organisational framework which will include a contact point for parents, emergency contact details and processes for the school to provide information to parents and pupils, arrangements for the party (including emergency contact person/s) leader to contact the Headteacher. In the event that the Headteacher can not be contacted the party leader will contact a member of staff, previously nominated by the Headteacher, who will, if necessary contact the Governing Body and the LA. It is vital that all staff are aware of the LA and school emergency procedures, and have the relevant numbers to hand.
- 3.6 Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity.
- 3.7 For local visits (e.g. walks around the local community) a generic risk assessment should be completed (Which needs to be reviewed regularly.)

3.8 For regular visits to external facilities e.g. Swimming and Ackers, a generic risk assessment must be completed and tailored to the changing groups. This should reflect the medical needs of the group of attending children.

4. Staffing

4.1 The EVC/Headteacher will appoint a party/visit leader to be responsible for running the activity. This will be a teacher employed at the school. This could be a TA (competence is the criteria) for local visits.

4.2 Staff competencies required for the nominated party leader and for teaching and non-teaching staff should be clearly defined. Where the school is using external providers, a checklist should be completed by the provider. All necessary training must be provided (this could be via the EVC). If there is any doubt advice should be sought from Birmingham LA.

4.3 All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided (2 or more contacts.)

4.4 The party leader must check the recommended MINIMUM supervisory ratios with the EVC and Headteacher. This can depend on the following:

- The nature of the activity (including its duration).
- Guidance from the external provider (their suggested ratio from their risk assessment) where appropriate.
- The location and environment of the activity taking place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

The OEAP national guidance suggests (from the original DfES publication-1998) the following as starting points:

- School years 1-3, 1:6.
- School years 4-6, 1:10/15

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings. As with other year groups, ratios should be determined by risk assessment, which should be reviewed before each outing.

- School years EYFS (Nursery and Reception), 1:5 or 1:8.

ACTUAL ratios of adults to pupils may need to be in excess of this, but will depend on the listed factors. (These judgements will be made through pre-visits and through risk assessments).

4.5 Adults, other than teachers/ ancillary staff based at the school, can make a valuable contribution to the success of the visit. The school values and recognises this contribution, provided that:

- any visit is led by a teacher or suitable LA employee approved by the EVC/Headteacher;
- teachers at the school normally form no less than 50% of the minimum required staffing complement. (For under-5 children, where especially high levels of adult supervision are required, it is recommended that there should be at least one teacher for every 20 pupils, supported by a balance of approved adult helpers to the ratio given);
- volunteers are competent for their allotted tasks,
- each individual is approved by both the head teacher/EVC and visit leader and is entered on the voluntary helpers list kept by the school.
- they have been carefully briefed on the scope of their responsibility and have read their copy of the risk assessment.
- Only adults who have been DBS checked will be permitted to be alone with children, including in public conveniences. If there is not a male DBS checked adult available to accompany boys, public conveniences will only be used when, so far as it appears, they have been fully vacated by members of the public.

5. Costing

- 5.1 The costing of off-site activities should include (where possible) any costs associated with the visit which would normally fall on the school, e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers, but this particular cost should not be passed on to parents in the form of requested voluntary contributions. Some costs/charges may be asked for.

6. Transport

- 6.1 Where coach or minibus travel is to be used it must be in accordance with LA regulations.
- 6.2 Transport arrangements should provide a seat for each member of the party. It is the policy of the school to only use coaches with seat/lap belts however some public transport has no seat belts. This should be accounted for and other arrangements made where appropriate.
- 6.3 Where private cars are used for transport the Headteacher is responsible for ensuring that the driver has business insurance for cover and that parents give specific permission for their child to travel in a private car. Children should not travel in the front seat of a car, unless in an emergency and should be accompanied by 2 adults.
- 6.4 It is the responsibility of the Headteacher to check the driving licence, insurance document and MOT certificate of any adult using their car for transporting pupils.
- 6.5 Appropriate booster seats are available in school (located in the staffroom), and must be used in line with legal requirements.

7. Parents

- 7.1 The parents of children taking part in an off-site activity should be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements. Where the activity extends beyond the normal school day written permission from the parent must be obtained.
- 7.2 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form, and provide emergency contact number(s) and all relevant medical details. (Blanket consent for local visits)

8. Funding

- 8.1 The Governing Body reviews the Charging and Remissions Policy annually.
- 8.2 Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).
- 8.3 No child may be excluded from an activity because of the inability of the parent to make a contribution. In the event of insufficient contributions, the activity may have to be cancelled.
- 8.4 The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

9. Arrangements on the Day of a Visit

- 9.1 On the day of the visit the party leader should ensure that a first aid kit and any medication needed is taken. If a child does not have their medication with them, the party leader should discuss with the Headteacher whether the child will be at risk should they take part in the visit.
- 9.2 The party leader should ensure that each child is assigned to an adult and that group lists are taken on the visit. Regular checks on pupil numbers must be made throughout the visit.
- 9.3 If a pupil is involved in a serious/significant accident or falls ill on the visit, the party leader should contact the Headteacher. The Headteacher will then decide whether it is appropriate to contact the parent and relevant LA office.
- 9.4 On their return from a visit the party leader should complete any accident report forms immediately. A discussion should take place between the EVC and trip leader and a trip evaluation form completed. (Filed in EVC file with Risk assessment.)

10. Equal Opportunities

- 10.1 A child may not normally be excluded from a trip on the grounds of Special Educational Needs.
- 10.2 If for any reason, a visit is felt to be inappropriate for a particular child from a health and safety point of view, an alternative visit may be sought for all children involved.
- 10.3 For any reason where a child's behaviour is being tracked (e.g. Target/Report cards) then risks must be considered and measures put in place (and detailed on the risk assessment.)

11. COVID Guidance (From OEAP guidance 22nd March 2020)

11.1 Planning and Managing local activities:

Trip planning will ensure that government guidance whether outdoors or indoors, on site or offsite is followed.

11.2 The risk assessments carried out will ensure that if a planned activity is in an area open to the public, careful consideration is made that the group stays isolated from the public as far as practicable.

11.3 The same attention should be given to hygiene when outdoors as when indoors. For example:

- Regularly handwashing/sanitising especially before eating, when going outside, after using the toilet, when getting on/off transport, when returning inside, when sharing objects such as activity equipment.
- Avoid touching objects shared by the public e.g. gates in public parks
- Avoiding activities which involve close contact
- Sanitising equipment before it is used.
- Thoroughly cleaning/sanitising vehicles before and after use (school minibus etc)

11.4 It is important to keep parents informed of the plans and precautions in place both indoors and outdoors.

12. Future visits during the COVID Pandemic

12.1 Restrictions on visits could change. When plans are made current government guidance should be taken in to account. This should be checked regularly in the days and weeks leading up to the visit.

12.2 All visits booked: Trip leaders should check with the venue and keep in touch with them during the run-up to the visit.

12.3 For bookings or financial commitments, the terms and conditions should be clarified in case of the trip being cancelled or prevented from going ahead (because of COVID 19). Parents should be made clear of the financial consequences of cancellation. (See OEAP 'Contracts and Waivers' guidance).

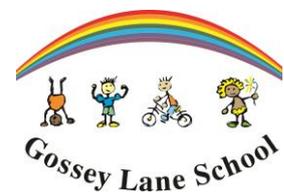
12.5 The higher than normal risk of leaders being unable to go on a visit should be taken in to account when planning a visit.

Name:

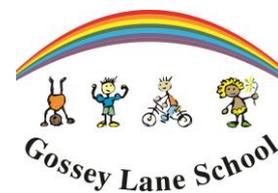
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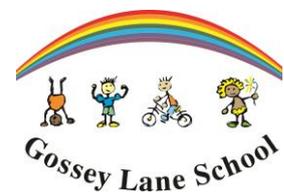
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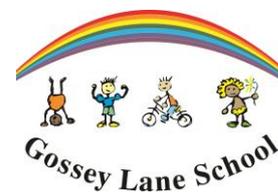
Travel Guidelines



- Maximum passenger numbers will be strictly observed and passengers seated appropriately to ensure optimum supervision
- All passengers will wear seat belts. These will be checked for correct fitting by a member of staff before departure on any journey
- Children will be instructed not to put hands/arms out of open windows and not to throw any items out of the windows.
- There will be no eating or drinking on any vehicles, unless authorised by the party leader
- Baggage will be stored safely
- Pre-drive safety checks will be made (interior and exterior) before/after each journey
- Clear instructions regarding behaviour will be given before each journey
- Children will be supervised when entering or leaving a vehicle. This will only take place when a vehicle is at a complete stand still and safely parked
- Where possible, groups will travel in convoy (especially when individual drivers may not be familiar with route)
- All group leaders should carry a mobile phone for use in case of emergency
- A small first aid kit will be carried at all times



Walking Guidelines



- When planning walks, the group leader, or another member of staff, should visit the area or consult staff who have previously undertaken this activity to confirm safety and suitability
- Children will be reminded of the need to walk and not run (safety, consideration for others)
- Children will keep on the inside of pavement areas and paths as far as possible
- Children will walk facing on-coming traffic in one-way streets/roads
- We will always stop to let people pass rather than step into the road
- We will walk in single file where necessary or in twos.
- Pedestrian crossings, lights, subways and footbridges will be used where available
- Children will stop at road junctions and await further instructions
- Children will be instructed to stop at regular landmarks as appropriate (e.g. lamp-post)
- Children will be expected to remain calm and demonstrate the 'Gossey Way'.
- Children will be advised on the dangers of straying or talking to strangers
- Emergency procedures will be explained to children in case they become separated from a group
- All children will be kept within sight of staff
- Head counts will take place at regular intervals

| 2020-21 | |
|---------------------|--------|
| Year Group: | Date: |
| Number of children: | Venue: |

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|--|--|
| <p>1. Equipment:</p> <p>2. Venue/Environment:</p> | |
|--|--|

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|---|--|
| ORGANISATION | |
| <p>1. Travel/Distance:</p> <p>2. Emergency procedures:</p> | |

RISK ASSESSMENT FOR EDUCATIONAL VISITS

| | |
|--|--|
| <p>Signed (Visit Leader) _____ : _____ Print name: _____</p> <p>Signed EVC _____ _____</p> | <p style="text-align: right;">Date of assessment</p> <p style="text-align: right;">Review 1</p> <p style="text-align: right;">Review 2:</p> |
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Print name: Mrs A Rusby