



OFF-SITE VISITS POLICY

Aim

The aim of this policy is to ensure that all off-site visits and activities are consistently well organised and as safe as is reasonably possible, whilst also enabling staff to introduce pupils to a wide range of activities and experiences.

Principles

- All off-site visits/activities should be planned to include all the pupils within the class, whatever their ability/disability or circumstances. Where necessary additional arrangements may be made in order to ensure inclusivity;
- All off-site visits/activities will be planned with ample time;
- A lead teacher to carry full responsibility will be appointed for each off-site visit/activity;
- A designated contact will be appointed for on-site liaison between parents and the off-site lead teacher;
- Child Protection and safeguarding must be priorities at all times;
- All accompanying adults must be familiar with the school's policies relevant to the safety of the children in their care;
- All trips and activities must be compatible with the school's Charges and remissions policy;
- Regular off-site trips or activities, for example to hired sport's facilities or repeated local walks will be treated in the same way as on-site and timetabled activities. They will be named, risk assessed and covered under the Academy's main site H&S policy.

Procedures

- The school will obtain generic consent forms from parents at the start of each school year;
- Additional consent forms will only be required where a trip is out of school hours or is particularly hazardous;
- At least one week before departure any occasional or regular off-site visit or activity must be agreed by the Principal who will take into consideration the pedagogical rationale for the trip and the suitability of the proposed lead teacher;
- The school office will hold the signed parental consent forms, which should include general medical consent from parents;
- Parents must be informed of a trip at least one week before and be given the opportunity to withdraw their child from the trip or activity;
- The Academy cannot be held responsible for costs incurred before initial agreement has been given or if the costs cannot reasonably be covered;
- A named contact person at the school will hold copies of all the trip details, emergency contact numbers so that he/she can act as the contact point in the event of an emergency.

Responsibilities of lead teacher prior to departure

- To make all prior arrangements /sufficient level of prior planning in order to make the off-site visit/activity as safe and problem free as possible;
- To ensure the Academy's policies and procedures are carried out;
- To take full responsibility throughout the actual off-site visit/activity;
- To appoint a back-up lead person;
- To ensure the minimum adult/ratio (see below);
- Wherever possible to visit the destination in advance to assess risks and suitability;
- To carry out a risk assessment of all aspects of the off-site visit/activity in conjunction with the appointed H & S officer;
- To complete a TRIP FORM and return it to Off-Site Visits Coordinator at least one week prior to leaving for a day trip, or three weeks if the visit involves staying overnight;
- To ensure all accompanying adults are aware of all plans for the timing, itinerary and organisation of the outing, and of their individual responsibilities;
- To ensure that all accompanying adults are issued with guidelines on behaviour, child protection, safeguarding, lost children, and all risk assessments specific to the trip or activity;
- To check that all accompanying adults have a CRB check;
- To ensure the group has access to qualified First Aid assistance. Trips with an element of significant danger will have access to a First Aider with a 3 or 4-day training/qualification.

Responsibilities of lead teacher during the off-site visit/activity

- To make sure children's welfare, health and safety are cared for at all times, including due regard for climatic conditions, e.g. warm clothing, wet weather gear, sun cream/block and sun hats and drinking water;
- To stop an activity if the risk to the health or safety of the pupils is threatened;
- To put in place any contingency plan in the event of bad weather, transport breakdown;
- To ensure a suitable First Aid Kit and at least one mobile phone (or satellite phone) is readily to hand at all times;
- To ensure that all adults are aware of the position of emergency exits, fire extinguishers and alarms if this is relevant to the situation;
- To ensure that adults sleep within hearing distance of the children, depending on the age of the children.

Responsibilities of the Off-site Visits Coordinator

- To ensure that the Risk Assessment has been completed and appropriate safety measures are in place;
- To ensure relevant qualifications claimed by the lead teacher or other accompanying adults have been checked and verified;
- To ensure there is adequate and relevant insurance cover;
- To ensure he/she has the address and phone number/contact name of venue/destination;
- To check the adequacy of the contingency plans.

Responsibilities of all

- All accidents must be reported to the lead teacher who will take responsibility for decisions about the appropriate actions and for recording the details on return. (Any serious accident must be reported to the Academy on the day it occurs.);
- If transport is by vehicle, seat belts must be worn and only the permitted number of passengers may travel in the vehicle;
- All vehicles must have suitable insurance cover and drivers have a current, valid licence.

PLEASE NOTE THAT TEACHERS/ADULTS WHO KNOWINGLY OR CARELESSLY ACT OUTSIDE THE ACADEMY'S POLICIES AND PROCEDURES MAY NOT BE COVERED BY THE ACADEMY'S INSURANCE OR LEGAL PROTECTION.

Approved by (Print name): Signature: Date:
Review Date*:
Designated staff member:
Designated governor:

*Review frequency: Governing body free to determine

Relevant legislation:

Health and Safety at Work Act 1974 - employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits.

Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, requires employers to:

- Assess the risks of activities (see **Risk Assessment** below)
- Introduce measures to control those risks
- Inform their employees about these measures and also requires employees to:
- Take reasonable care of their own and others' health and safety
- Co-operate with their employers over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

These duties apply to all off site activities and trips. Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Hazardous Activities

- These include winter sports, rock climbing, hill walking, mountaineering, skydiving, scuba diving, white-water rafting canoeing and any activity of that nature;
- The lead teacher and/or at least one other supervisor will have achieved adequate proficiency in that activity and qualifications will be verified;
- Specific advice will be obtained from the relevant federations or associations;
- Pupils are not allowed to use swimming pools or swim in rivers or the sea without a qualified lifeguard on duty;
- Activities of this nature need to be notified in advance to the Academy's insurers to confirm cover.

Required teacher-pupil ratios:

Minimum* ratio of children to adults:

- Kindergarten (5-7yr) - one adult to a maximum of 6 pupils*
- Classes 1 - 2: one adult to 6 pupils*
- Classes 3 - 5: one adult to 10 pupils - SAE prefers at least one to 8 pupils*
- Classes 6 -10: one adult to 15 pupils maximum*

Consent Form (SOE3) available via the office and shared documents.