

## Off-site Visits and Activities Policy (including Residential)

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

## Policy Review Schedule

<b>Policy Name</b>	TPA Offsite Visits and Activities Policy (incl Residential)
<b>Review Frequency</b>	Every 3 Years
<b>Statutory Policy</b>	No
<b>Policy Owner</b>	Principal
<b>Lead Reviewer</b>	EVC
<b>Approver and date of last approval</b>	Principal
<b>Key review dates</b>	<b>Changes made</b>
30 April 2015	Written by P.Hogg-Andrews
1 April 2018	Reviewed by J.Smith: Risk assessments to be completed x 2 weeks in advance, Excel Booking form Added, Risk Assessment template updated
1 April 2021	Reviewed by J.Smith: Educational visit coordinator
10 October 2022	Reviewed by E. Moscardini: No changes
18 December 2025	Reviewed by E. Moscardini: No changes

## Introduction

At the heart of our curriculum is the belief that all pupils are entitled to a broad based education in a stimulating environment. We place a high value on providing off-site visits and activities for children, which will enhance and enrich their education by providing a range of first hand experiences. The experiences we select will always provide learning and personal development opportunities aiding the acquisition of new skills and attitudes, and a better understanding of the wider world. They will be clearly linked to our planned programmes of study. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils at all times. Within these limits, we seek to make off-site visits available to all pupils and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school/working day.

All our pupils, from Reception to Year 6 will have a programme of off-site visits and activities in place at the start of the academic year. Our residential visits take place from Key Stage 2.

This policy has reference to DfE guidance; Health and Safety of Pupils on Educational Visits; Health and safety: advice for schools 2014, Supporting Pupils with Medication Needs, Guidance for the use of emergency salbutamol inhalers in schools and HSE guidance for school trips and outdoor learning activities and the Equality Act 2010.

This policy should be read alongside our Equality, First Aid and Medical Treatment, Missing Child and Uncollected Child, Supporting Children with Medical Needs and Safeguarding Children policies.

## Aims

The aims of our off-site visits and activities are to:

- enhance curricular and recreational opportunities for our pupils by providing a wider range of experiences for our pupils than could be provided on the school site alone;
- provide first-hand experience:

- support class lessons;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments;
- develop cooperation;
- enhance personal and social development;
- Foster a concerned awareness and sensitivity about the environment.

### **Roles and responsibilities**

The key role involved in the planning and management of all off-site visits is the External Visit Coordinator (EVC).

The Principal will ensure that it has a trained External Visit Co-ordinator, whose role is to:

- ensure that risk assessments are completed two weeks in advance of a visit and, when appropriate, individual safety plans and safe working practices;
- support the governing body in any decision on approval;
- assign competent staff to lead and help with trips;
- verify that all accompanying adults have been DBS (previously known as CRB) checked;
- make sure that all consent and medical forms are obtained;
- ensure medical bags are stocked and ready for use;
- Keep records of visits and provide after-visit evaluation to aid future visits.

The Twickenham Primary Academy EVC is the P.E coordinator who line managed by the Principal

### **How our visits are authorised**

Staff proposing to arrange an off-site activity must seek and obtain the approval in advance, before any commitment is made on behalf of the school. The visit must be categorised and approval sought from the approving body for the category.

### **Classification of external visits**

External/off-site visits fall under one of three categories:

**Category A** – non-adventurous, local activities;

**Category B** – adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad;

**Category C** - Duke of Edinburgh's Award activities.

### **Approval of Category A visits/activities**

Approval for Category A visits and activities, has been delegated by the Multi-Academy Trust to the Principal. The MAT board will review delegation arrangements annually as part of Health and Safety Policy for school.

### **Approval of Category B visits/activities**

Approval for Category B visits or activities must be obtained from the Multi-Academy Trust and the Principal before they take place.

### **Planning and preparation**

Every aspect of planning for a visit is included in the Department for Education and Skills' good practice guide for Health and Safety of Pupils on Education Visits, and should be adhered to. Each member of full time teaching staff is fully aware of this guidance as it is held electronically on the staff shared area. Each visit, whether it is day or residential, needs rigorous planning with sufficient time to ensure approval is granted.

Frequent visits to the swimming pool or playing fields are addressed within the relevant curriculum

policy documents.

**Planning checklist:**

Any visit, even a local walk, needs the approval of the Principal.

All off-site visits and activities will require the submission of a plan (Appendix 1).

The off-site visits and activities plan must contain:

- risk assessments for transport, site of visit and activities;
- curriculum/development objectives;
- itinerary;
- information about who has previously visited the site/venue;
- supervision/pupil ratios;
- supervisory details;
- detail of any specific pupil needs;
- name of the First Aider accompanying the trip (Paediatric First Aider if Reception);
- detail of costs involved;
- Identification of Visit Leader;
- Mobile phone contact number;
- Approval signature and date.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Principal measures to put in place to enable the pupil to take part. An example of these measures could be an Individual Safety Plan supporting extra supervision.

**Prior to the visit of activity, the EVO will check:**

- approval signature and date are in place;
- key issues from the completed risk assessments or safe working procedures have been shared with adults/supervisors involved in the visit/activity;
- All adults accompanying the group will be informed of emergency procedures and have the emergency telephone number. This will normally be the establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact will be provided;
- provision is in place for pupils with specific learning, medical or welfare needs;
- the Visit Leader has a medical bag;
- The visit leader has a school mobile phone and the number is noted on the plan.

**Communication with parents/carers:**

- parents/carers will be given full and complete written details regarding the organisation of all off-site visits and activities;
- For visits, including residential, a letter specific to that visit will be sent to parents and their consent obtained. Copies of all such letters should be given to the Principal and the originals will be held by the Office Manager;
- Residential visits will involve a parent's/carers meeting, where all pertinent information to that visit is outlined and emergency procedures explained. Parents/carers will be asked to complete the Parental/Carer Residential Visit Consent Form and a Residential Visit Medical Consent Form;
- Any delay in return times will be communicated to the School office, and parents will be informed by the school or via the emergency/contact tree.

**Supervision**

We follow the Department for Education and Skills guidelines for levels of supervision but these

may be increased according to any risks identified in the assessment.

Supervision ratio guidelines are:

- visits that involve pupils from Nursery and Reception should have supervision ratios of 1:4, and be accompanied by a qualified paediatric first aider;
- visits that involve pupils in Years 1 to 3 should have a supervision ratio of 1:6 adults to pupil;
- visits that involve Years 4 to 6 should have a supervision ratio of 1:10 pupils;
- residential visits should be at a supervision ratio of 1:10 adults to pupils;
- Residential visits abroad should be at a supervision ratio of 1:8 adults to pupils.

### **Risk assessments**

We will write our own risk assessment for all one-off visits and activities (Appendix 3). This may refer to the visiting sites own risk assessment. We will ensure that a member of staff has visited our venues and sites before undertaking the trip. Our risk assessments will include a number of considerations:

- hazardous materials;
- fire precautions and fire procedures;
- pupils supervision including remote supervision;
- transport;
- first aid and the administration of medicine;
- safeguarding;
- security;
- welfare of pupils;
- emergency procedures;
- insurance;
- clothing and equipment;
- Inclement weather.

### **First Aid**

All staff involved in visits should be aware of any medical issues regarding the pupils. This information is provided in the medical form completed on admission to the school and updated if a situation changes. Medicines relating to particular pupils and information regarding administration should be given to the designated member of staff. Where age appropriate pupils should carry their asthma inhaler (a spare being carried by staff).

All visits will be accompanied by first aid trained staff. Trips involving Reception children will be accompanied by a member of staff trained in Paediatric First Aid. For day trips a designated visits first aid kit is available; a more comprehensive kit will be provided for residential visits. The Office Manager will ensure these are kept fully stocked. Any incident and, or accident, that may occur during the visit, the details of which must be recorded on the relevant part of the risk assessment form.

### **Medical arrangements**

- first aid bags will be carried;
- pupils who need medication will be identified, procedures for administering medication whilst on the visit or activity will be agreed with parents and details of medicines and dosages recorded;
- in hot weather care will be taken to ensure that pupils are protected from the harmful rays of the sun and from the effects of dehydration;
- the exact circumstances of any accidents, injuries or illnesses will be carefully recorded;
- Pupils who carry epipens for anaphylaxis should have both epipens on their person.

- Pupils who normally carry inhalers should have a spare with them on all residential trips.

### **Transport**

The School office will arrange for an appropriate mini bus or Coach Company for day visits and/ or residential visits if these are not provided by the tour operator. All pupils will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Pupils should be made aware of basic safety rules for travel. Wherever possible, pupils should not sit in the two front rows of the coach, or in the back row seating. Adults will be seated throughout the coach.

### **Insurance**

All school trips are insured for teachers, supervisors, volunteers and pupils by a blanket policy for the whole of Twickenham Primary Academy.

### **During the visit/activity**

The Visit Leader in charge conducts, or arranges for another teacher or teaching assistant to conduct a head count of the pupils:

- before leaving school;
- on sitting down in the coach/mini bus (if applicable);
- on arrival at the destination;
- at agreed times during the visit/activity;
- on leaving the destination;
- On arrival back at the school.

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. The staff and children wear high visibility jackets. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

### **Evaluation and Reporting**

Whilst verbal feedback of a trip may be given to the Principal on the day, a written evaluation of each visit will be made (Appendix 2). This should be carried out within a week of the visit and submitted to EVO. It is the responsibility of the Visit Leader of each trip to report accidents and 'near accident', sometimes known as 'near misses'.

### **Monitoring and review**

We will monitor and review the successes and failures of our off-site activities in line with our curriculum/development objectives. This is to ensure that off-site visits and activities provide enrichment and positive experiences to the young people involved and the adults/leaders who are involved. Key Stage Leaders will collate this information and use it to explain thoughts of changes of activity/venue to the Principal.

An external review form is available on the SCC Outdoor Education website:

This implementation of this policy will be monitored by the Office Manager and the Senior Leadership Team using staff feedback from each trip, parent and pupil feedback. The policy will be reviewed every three years, or before if necessary and will be approved by the Multi-Academy Trust.