



Believe, Strive, Achieve

Federation of Winklebury Infant and Junior Schools

Off-site visits policy

December 2019

The Federation of Winklebury Infant and Junior Schools follows the guidance provided by Hampshire County Council in the 'Off Site Activities and Education Visits Regulations and Guidance' folder and the 'Safety in Adventurous Activities' file. All off site activities are planned in accordance with the Federation 'Off Site Activity' form (Appendix 1) and a written risk assessment (Appendix 2) is always completed.

Off-site activities are visits and activities arranged by, or on behalf of, the schools and which take place outside the school grounds. The Federation of Winklebury Infant and Junior Schools believes that off-site activities are an essential part of the curriculum, which enhance and enrich our pupils' learning experiences. We are aware of the immense value of off site activities and fully support and encourage all activities that are planned, managed, and conducted in line with current local and national guidance and requirements.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site activities, and to ensure that risks are minimised and managed, for the health and safety of all pupils and supporting adults at all times. We are committed to inclusion and seek to make off site activities accessible to all.

Aims

The aims of our off-site activities are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Responsibility

All persons involved in an off site activities have specific responsibilities which they must be clear about prior to the visit taking place.

The Governing Body will:

- approve all visits and activities, based on compliance with the requirements of Hampshire County Council and school health and safety policy, relevant Hampshire County Council guidance and recognised good practice.

The Head of Federation will:

- check that the Off Site Activity form (Appendix 1) has been completed and all procedures followed;
- check that the risk assessment has been completed competently, ensuring risks have been assessed, significant risks recorded and any appropriate safety measures are in place;
- ensure all visits and off-site activities have specific and appropriate educational objectives;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit.

The party / activity leader will:

- follow policy and procedures of Hampshire County Council and the federation;
- obtain Governing Body approval before any off-site visit or activity takes place by completing the relevant form available from the Head of Federation which will then be taken to the full Governing Body;
- use the Off-Site Activity form (Appendix 1) to plan the visit;
- complete and submit to the Head of Federation for approval a risk assessment (Appendix 2)
- inform parents fully about the visit and gain their consent, where appropriate;

- fully brief all adults and children going on the visit on their responsibilities;
- have overall responsibility for the supervision and conduct of the visit or activity;
- assess the risks involved and amend as appropriate any previously recorded risk assessment;
- re-assess risks while the visit or activity takes place and make alternative plans if required, within the remit of the activity and ensuring any additional risks are minimized;
- inform the Head of Federation, as appropriate, of any change to plans that affect a level of risk.

Members of staff, volunteers and parent helpers will:

- assist the party leader to ensure the health, safety and welfare of young people on the activity;
- be clear about their roles and responsibilities whilst taking part in a visit or activity.

The children will:

- avoid unnecessary risks;
- follow instructions of the party leader and other adults accompanying the activity;
- take responsibility for their behaviour in line with the federation behaviour policy;
- inform a member of staff of observed hazards.

The aim is for all children to participate in off-site activities. In order for this to happen special arrangements including pairings, groupings and involvement of extra adults will be considered for children with specific needs. However the federation reserves the right not to take a pupil if our risk assessments show that his/her behaviour could compromise the safety and welfare of him/herself or other pupils. This would only happen in extreme cases and the Head of Federation would make the final decision. In this situation the decision would be explained to the child and their parent and the class teacher will arrange alternative work and an alternative class for the duration of the visit.

The Educational Visits Co-ordinator

In order to carry out the above responsibilities effectively the Head of Federation may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Head of Federation will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by the Council.

Name of EVC: Mrs Kim Murphy

Approval of off-site activities

Off-site activities will be approved by the Governing Body of the federation. An Evolve visit form will be completed for the following categories of visit:

- hazardous outdoor and adventurous activities;
- visits abroad;
- residential visits;
- activities where there is significant concern about health, safety and welfare.

The Evolve visit form for these types of visit will be sent, via Evolve, to the Adviser for Outdoor Education for endorsement.

Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended activity. Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity, parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). If not enough money is received, the Head of Federation may make the decision to cancel the activity. This must be made clear to parents in all correspondence about an off-site activity at the planning stage.

Training

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.

The Head of Federation (or EVC on his /her behalf) is responsible for ensuring a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities is maintained.

Action in the case of emergency

The Head of Federation will ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the governing body out-of hours. First aid provision and training of staff will be in accordance with good practice.

Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy and Hampshire County Council requirements.

Monitoring and review policy and practice

Governors will review this policy:

- every three years;
- at such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities;
- should significant issues be brought to the attention of the Governors through a report by the Head of Federation.

Policy reviewed by: Curriculum Manager and Head of Federation

Date: December 2019

Signed: (Chair of Governors)

Next review date: December 2022

The Federation of Winklebury Infant and Junior Schools

Off-Site Activities

This form must be completed by the party leader and submitted to the Head of Federation at the latest one day prior to the activity taking place.

Task	Date
Letter sent to parents (at least 3 weeks prior to activity)	
Kitchen informed of trip (at least 3 weeks prior to activity)	
Pre-visit	
Risk assessment completed, including details of provision for vulnerable children and children's medication, and submitted to CC (at least 1 week prior to activity)	
Risk assessment approved	
All permission forms returned (at least 1 week prior to activity)	
Kitchen informed of FSM requirements (at least 1 week prior to activity)	
Briefing for additional adults	
Briefing for children	

Children not going

Name	Reason	Arrangement

Additional adults

Name	Date asked	Reply	Children's Barred List / DBS checked

Duties

Teacher/LSA	Duty	Cover

On the day

Base Contacts:

Federation Admin Office: 01256 323244

CC Mobile: 07874693912

Travel Arrangements

Coach Company:

Contact Number:

Registration number:

Cars being used to transport children:

Name of person driving car (Children's Barred List / DBS checked)	Name of adult passenger in car	Name of children being transported In car	Car details Make and model License plate	Car details checked by F&P Manager / HoF / DHoF License plate MOT Insurance

The office needs a copy of:

- *Permission form for every child
- *Final numbers
- *List of children in every group including relevant medial/behavioural information
- *Emergency procedure card

Teachers

Name	Contact on the day	Medical information	Emergency contact

All teachers need a copy of:

- *Medical form for every child in their class
- *Final numbers
- *List of children in every group including relevant medial/behavioural information
- *Emergency procedure card
- *First aid pack, including children's medication

Additional Adults

Name	Contact on the day	Medical information	Emergency contact

All adults need a copy of:

- *List of children in their group including relevant medical/behavioural information,
- *Risk assessment

Appendix 2: Risk Assessment

Off-site activities and educational visits

Outdoor Education Unit

Risk assessment and risk management record

Establishment :

Location/Purpose:

Leader:

Other Staff:

Group size:

Ratio:

Identifying the hazards – assessing the risks		Control measures – reducing the risk	
Site and its environment	Risk rating		Outcome
•		•	
Group		•	
•			
Leader and activity arrangements		•	
•			
Transport		•	
•			
Generic/mandatory risk assessment, used and acknowledged 1 Council –risk assessments/guidance used 2 Establishment - risk assessments/guidance used			
Alternative plans (Plan ‘B’/Plan ‘C’)			

Emergency contacts – take the emergency action cards with you!

Group Details – ensure you have full details close to hand

Ongoing risk assessments

1 Apply the control measures

•

•

2 Monitor how effective they are

3 Change, adapt, revise as required

Completed

Date _____

Signed:

Head of Establishment

Group Leader _____

Or EVC _____