



Mill Hill Primary School

Off Site Activities and Visits Policy

This policy sets out the management, planning and organisation of off-site activities, travel and visits.

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Educational Visit Coordinator and Head Teacher

Reviewed: July 2024 (and again in October 2026)

Next Review Date: July 2027

Introduction

Off-site visits/activities are arranged by or on behalf of the school and normally take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. Through these visits, we are able to increase the children's awareness of the local area and community, offer experiences they may otherwise not have and deepen the children's learning within a relevant context. As part of a broad balance of curriculum and learning arrangements of the school, opportunity is frequently taken to enhance through outdoor learning, outdoor education and educational visits and ventures. All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences.

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 health and safety of all pupils at all times. Within these limits, we seek to make our visits available to all pupils and, wherever possible, to make them accessible to those with disabilities. The visits usually take place within the school day.

Any excursion with one or more children off the school premises (however near or short) is regarded as an off-site activity, to which this policy will apply. Off-site visits are regulated by strict health and safety requirements. We ensure that all visits adhere to the regulations set out by

Hampshire County Council and General Data Protection Regulation. Our safeguarding and child protection policies extend to all off-site visits.

Basis for this policy

This policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance.

Aims and objectives

The aims of our off-site visits 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;
- Build on outdoor learning skills as the children progress through the school;
- Provide hands on experiences that place learning in context.

How we meet these aims:

A range of off-site activities are planned throughout the year. The majority of these visits will be in the local area, but do also include opportunities to work further afield and stay overnight. Visits are always linked to learning, with the added aim of providing the children with the opportunities to practise skills, question, explore and, with adult support, identify further learning for themselves.

All visits are planned with the agreement of the Headteacher once educational values and safety have been assessed, with risks identified and minimised.

Visits are accessible to every child. Where appropriate, guidance is sought from parents to help us adapt the programme so that reasonable adjustments can be made and form part of the risk assessment.

- Parents will be informed by letter about upcoming trips and the school requires written consent with emergency contact numbers.
- The parents of pupils taking part in an off-site activity will be provided with all appropriate information about the intended visit. Parents must give their permission in writing and provide an emergency contact number before a child can be involved in any off-site activities.
- Costs to parents need to be carefully considered when planning off-site activities and we always strive to give reasonable notice and achieve maximum value for money. Parents are to be invited to make a voluntary contribution to the cost of the activity. If such contributions are insufficient then the activity may not be able to proceed.
- Preparation is imperative to the success of off-site activities and planning must be in accordance with our off-site activities guidelines and those of the local authority.

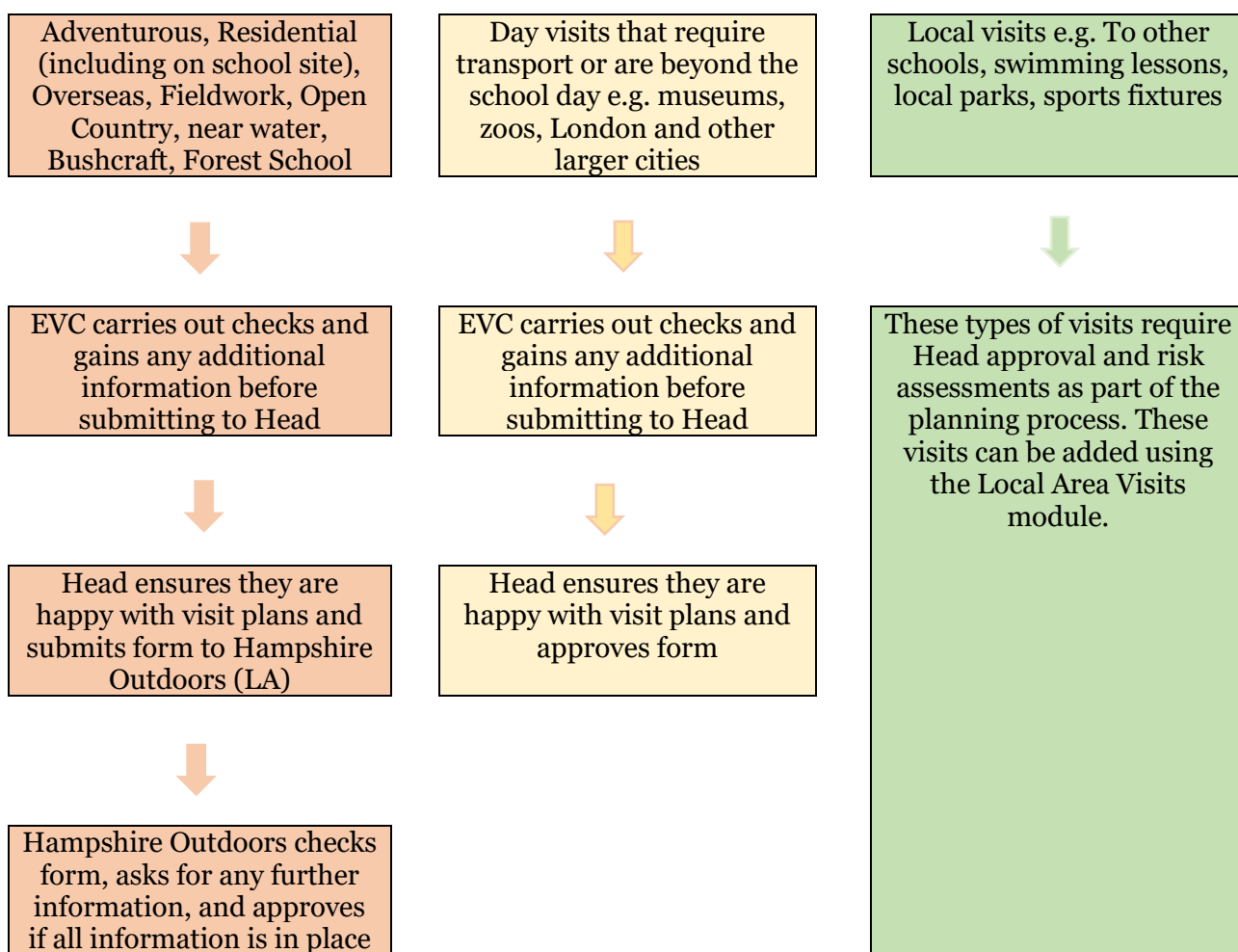
The safety of the pupils is the most important consideration. It is vital to maintain safety consciousness and safe working practices. If a pupil's behaviour in school is causing concern, a discussion will be held with parents about the risk of taking them off-site and what reasonable adjustments can be made to support your child attending e.g. inviting a parent on the trip, shortening the trip day, providing an alternative experience or transporting the child separately to the event. The same high standard of behaviour that is expected in the school is to be maintained on all off-site activities. All adults accompanying pupils are expected to provide role models of outstanding behaviour.

Governors are kept informed of the overall policy as well as being given feedback on specific events and successful ventures.

When planning a visit, Visit Leaders should first obtain provisional or outline consent from their Head of establishment (or delegated person) and where applicable their governors or management body.

Once this initial permission is given, visits will be added to the EVOLVE system by the Visit Leader and approval given as below.

Visits that require Hampshire Outdoors approval should be submitted to the EVC 6 weeks before departure. Day visits and local visit should be submitted to the EVC at least 2 weeks before departure. If you are given a last-minute opportunity, please add the visit to EVOLVE as soon as possible and inform the EVC as soon as possible.



Types of off-site visits

- Short visit close to school (library, local church, field study)
- Visiting place of educational interest some distance from school (farm, museum, sites of historical or geographical interest)
- Visits to other schools (for sports or drama events; to look round as preparation for next phase of education)
- Charity walks and sponsored events
- Evening visits to theatre or cinema

- f. Visits to residential centres and study courses - residential visits enable children to take part in a wider range of outdoor and adventurous activities - residential visits must only be undertaken with the endorsement of the local authority
- g. Visits to outdoor activity centres
- h. Camping

Guidelines for Implementation

Every teacher leading an off-site activity must be aware of and read the off- site activities and educational visits information kept on:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=hampshireoutdoors.com before seeking approval for the trip (see Appendix). These guidelines apply to every activity that is organised by the school which takes place outside the school site. They relate to all kinds of off-site activities, irrespective of whether the activity takes place during normal school hours, evenings, weekends, or holidays, and whether or not they include hazardous activities. They therefore apply to such diverse activities as sports fixtures when playing away, pupils walking along roads close to the school, day trips and residential visits.

The teacher leading an off-site activity must ensure that any activity providers/tour operators you wish to use are suitable. Hampshire Outdoors carry out checks on providers and a list of these can be found in the pink Resources section of EVOLVE. If you would like us to check a provider who is not listed, please get in touch. We can also offer advice on provider requirements. We base our checks on the OEAP guidance: found here <https://oeapng.info>

Evolve

All visit leaders must complete the Evolve forms on the website below:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=hampshireoutdoors.com

Early Career Teachers (ECT) will be supported by the Educational Visits Coordinator or their ECT Mentor to complete the forms and they will be supported on their trips within their ECT year and after, if needed.

Staff must ensure that 2 contacts are listed as the emergency base contacts; these people must be informed that they are the base contact.

The EVOLVE form for intended visits must include the following:

- Risk assessments for transport, site of visit and activities
- Curriculum objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details.
- Letter to parents
- Cost

Risk management and benefit assessment

As part of planning an off-site activity, the following process needs to take place:

- An analysis of the benefits of the activity translated into clear objectives

- An assessment of the risk of harm and its likelihood, followed by clear control measures in place so that they can be satisfactorily managed (see Appendix)
- A pre-visit by key staff is an essential part of reviewing the location and its ability to realise the benefits and be managed.

Supervision of pupils

The ratio will depend on a number of factors:

- i. The age, sex and ability of the pupils
- ii. The number of pupils involved
- iii. Pupils with special educational or medical needs
- iv. Pupils' previous experiences of being away from school/home and of the activities involved
- v. The degree of responsibility and discipline shown by the group
- vi. The type of visit and the nature of the activities involved
- vii. The level of risk
- viii. The location and travel arrangements
- ix. The time of year
- x. The experience and quality of the supervisory staff available
- xi. Requirements of the organisation or location to be visited
- xii. First aid cover

If the pupils have special educational needs, there will be a higher staff to pupil ratio.

Normally, supervision ratios will be:

- 1:6 for groups with children aged under 5
- 1:8 for groups with children in KS1 for day visits
- 1:10 for groups with children in KS2 for day visits
- 1:10 for residential activities

In ALL cases, the Headteacher will consult the EVC, the proposed group leader and the Hampshire guidance document on supervision, but will always take the final decision on the number and names of staff required.

Insurance requirements

The school is a Hampshire maintained schools and is covered by the Hampshire County Council School Journey insurance and have access to the Insurance Team. They can be contacted at insurance.queries@hants.gov.uk

Transport

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, we use companies that have been endorsed by Hampshire County Council.

If using a self-drive minibus, whether, owned, leased or hired, drivers must have received training within the last four years through MiDAS.

If using staff vehicles, the appropriate business insurance and MOT certificates must be valid. A copy of relevant documents will be given to the administration manager.

Further Health and Safety Considerations

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the visit leader and 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 and mobile telephone numbers of a designated emergency contact should be provided (usually the Headteacher).

The school office to be provided with a list of everyone (pupils and adults) travelling with the group, together with a copy of the itinerary for the activity.

The group leader has a duty of care to those in the group, which means that the leader must act in the same way that a reasonably careful parent would, although it must be remembered that they may have a number of people in their care. The leader must act in a professional manner, taking all reasonable measures to ensure that everyone under their control and supervision is safe and protected from unacceptable risks.

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the visit leader must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that pupils are both safe, well and looked after at all times.

All reasonable steps will be taken to reduce the risk of spreading communicable diseases amongst the group where there is a specific health risk, e.g. Covid-19, flu etc. The group leader will ensure that preventative measures are recorded on the risk assessment and, if on the day an adult or child is feeling unwell, the visit leader should follow usual school procedures in this matter.

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 Headteacher measures to put in place to enable the pupil to take part, especially if part of the curriculum. An example of these measures could be a Challenging Behaviour Risk Assessment, supporting extra supervision. Children will not be excluded from any activities because of disability – suitable adaptations will be made.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/ carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The level of safeguarding checks previously undertaken by the volunteer, including DBS check
- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Staff CPD

We are committed to the development of staff. Many of the staff have Outdoor Leader training, basic first aid training and MiDAS training. These qualifications are regularly updated.

Education Visit Co-ordinator (EVC)

The Headteacher will ensure that the school has a trained Education Visit Co-ordinator (EVC). The EVC will be involved in the planning and management of all off-site visits. The EVC is required to refresh and update their training at least every five years.

The EVC will:

- Ensure all staff know how to use EVOLVE, which is the County approved format for completing the necessary paperwork for off-site activities and visits
- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices
- Support the governing body in any decision on approval
- Ensure competent staff lead or help with trips
- Verify that all accompanying adults have been DBS checked or are suitable
- Make sure that all consent and medical forms are obtained, where appropriate
- Keep records of visits and provide after-visit evaluation to aid future visits
- Undertake the relevant EVC induction training and annual update training provided by HCC.

Our trained EVC is: Mrs Emma Bradley

FURTHER GUIDANCE

www.hampshireoutdoors.com for Supplementary Employer Guidance from the Outdoor Education, PE and DofE Service on behalf of Hampshire County Council. In addition, the 'Safety in adventurous activity' document and other information accessible via EVOLVE

<https://oeapng.info> National Guidance

www.lotc.org.uk Council for Learning Outside the Classroom