

SACRED HEART
CATHOLIC VOLUNTARY ACADEMY



LIVE LEARN LOVE

OFF-SITE
POLICY

APPROVED BY
THE GOVERNING BODY
SEPTEMBER 2018 – SEPTEMBER 2019

Off Site Visit Policy

Introduction

Off-site visits are activities arranged by or on behalf of the Academy, and take place outside the school grounds. The governors and teaching staff believe that offsite activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must 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, and to ensure that any risks are managed and kept to a minimum, for the safety and health 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. In most cases, the visits usually take place within the school day however for Upper Key Stage 2 this is not always the case.

Aims

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.

These visits begin with short excursions into the local area in the Early years, and progress to residential experiences in Key Stage 2.

Curriculum Links

For each subject in the curriculum there is a corresponding programme of possible activities which may be undertaken. Specialists visiting the school are also included.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens, visits to the zoo;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visit by specialist coaches;
- Music – a variety of specialist music teaching, concerts for parents at a range of venues, choir performances;
- Design and technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy;
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers, visit to Warning Zone.

Residential Visits

Children in Year 3, 5 and 6 have the opportunity to take part in residential visits.

At Beaumanor, the residential visit enables children to take part in outdoor and adventurous activities as part of their PE work. At Crich, the residential visit enables children to develop their spiritual life.

How visits may be authorised

The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The Headteacher will:

- Ensure that risk assessments are completed;
- Ensure competent staff lead and help with the trips;
- Organise related staff training;
- Verify that all staff have had DBS checks;
- Keep records of visits.

The school's Educational Visits Co-ordinator (EVC), Mrs Atkins, will be involved in the planning and management of off-site visits.

She will:

- Support staff in writing risk assessments;
- Ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility);
- Make recommendations regarding staff to lead and help with trips;
- Make sure that all necessary permissions and medical forms are obtained.

The teacher involved in the visit is responsible for verifying that private car drivers are appropriately insured and have completed a form declaring this.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made. (EVA Form 1 – Appendix 1) If a trip is authorised the Evolve form will be completed by the teacher and submitted to the EVC (Appendix 2). Following a trip an evaluation form will be submitted to the EVC (Appendix 3).

It is our policy that all children should be able to participate in educational visits. When a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will take any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment. Please also see School's Charging Policy.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

- What steps will be taken in an emergency?

Process

1. Feasibility letter to parents
2. EVA 1
3. EVA 2 and risk assessment
4. Evaluation form to Headteacher.

Staff planning an off-site activity should make a preliminary visit to the venue if needed, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children.

They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand. Some venues offer completed risk assessments but these should be adapted in light of the needs and knowledge of the children attending.

A risk assessment must also cover transport to and from the venue.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of the risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits should be built into the overall financial arrangements for the visit itself.

On the day, staff make adaptations to the risk assessment as necessary to keep the whole party safe and record these adaptations on the risk assessment.

It should also be taken into account that at least one person who has a current paediatric first aid certificate must accompany children on outings.

Sites visited regularly by the school will be assessed at the start of the school year and a phone call made thereafter to establish if there are any changes to risk. A letter will be sent to parents at the beginning of the academic year requesting permission to visit those places which are regular and a routine part of school life and will include walking to and from the parish church, visiting Queen's Park and the swimming pool. Parents will be notified if these places are to be visited but a permission slip need not be signed on each occasion.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

EYFS-Y3: 1 adult to 6 children

Year 4 -6: 1 adult to 10 children

A copy of the completed risk assessment will be given to the Headteacher, the educational visits co-ordinator, and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the school or FOSHA (Parents' Association). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school website and letters sent home about intended visits. However, if not enough voluntary contributions are received, the trip may need to be cancelled.

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 as well as give parents the opportunity to save or, in the case of residentials, pay in instalments.

On a day visit, the school is the main contact should parents have any concerns. However, staff are strongly encouraged to send text or a tweet to the EVC (Educational Visit Coordinator). Please see the Twitter Usage Policy

Further considerations

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.

Before a party leaves school, the school office should have a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

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

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity and subsequently inform the parents.

Group leaders must read thoroughly the appropriate guidance for off-site activities.

Monitoring and Review

This policy has been written with guidance from Leicestershire Local Authority and the Outdoor Education Advisors Panel.

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

Appendix 1

SACRED HEART CATHOLIC VOLUNTARY ACADEMY

EDUCATIONAL VISIT APPROVAL FORM 1

*Please complete this form in as much detail as possible although not all sections will be relevant.
The Head Teacher must approve ALL educational visits before they can take place.*

Date of application:

Name of Teacher responsible for the visit:

Year Group:

Place(s) to be visited: *(Please include address and telephone number)*

Telephone: N/A

Purpose of visit and specific educational objectives: *(Please include curriculum links)*

Proposed date(s) of visit:

Total number of children attending:

Head Teacher's Approval

Signature:

Date:

Once the visit has been approved by the Head Teacher, Form EVA 2 will need to be completed.

Appendix 2

EVOLVE



Safeguarding Guidance

It is required that you brief all adults participating in ANY educational visit on the following areas BEFORE leaving the school premises.

Disclosures:

Prior to going on ANY trip please ensure that all staff, volunteers and parents are briefed on the procedures in place for disclosures:

- write it down
- do not ask any leading questions
- fill in a cause for concern form when back in school and inform a DSL
- if urgent (First Response - response the same day); call the school and speak to a DSL

Suggested areas to be covered:

- reinforce the code of conduct
- share risk assessments with accompanying adults PRIOR to date of trip
- remind adults that ONLY school cameras (not personal mobiles) should be used to take photographs of those children with the correct permissions – if in doubt check!
- individual staff responsibilities made clear
- administration/checking of medicines - who is responsible?
- no downtime - staff are always on duty
- brief all adults on the emergency procedures and plan B

Y	N	<i>Please tick as appropriate:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Is this an on-site activity?
<input type="checkbox"/>	<input type="checkbox"/>	Is this a joint visit/activity involving participants from another AET Establishment?
<input type="checkbox"/>	<input type="checkbox"/>	Is this an overseas visit?
<input type="checkbox"/>	<input type="checkbox"/>	Is this a residential visit/activity?

Will this visit/activity include an adventurous activity led by an external provider?
Will this visit/activity include and adventurous activity led by a member of Sacred Heart staff?

Purpose (MAXIMUM OF 2):

	Aim higher
	Art
	Biology
	Business Studies
	Careers
	Citizenship
	D&T
	Duke of Edinburgh
	English/Drama
	Environmental Education
	Exchange
	Geography
	History
	Personal Development/Team Work/Leadership
	IT
	Leadership/Team
	Mathematics
	Media/Film Studies
	Modern Foreign Language
	Music

	PE/Sport
	PSHE
	Reward
	Science
	Work Experience

Intended Outcomes (*maximum of 4*):

1	
2	
3	
4	

Pre-visit

Has there been a pre-visit to the site? If yes, please provide details of date visit took place and any relevant notes. If no pre-visit has taken place, please provide additional information and notes regarding dealing with any hazards or issues not covered.

Date(s) of Visit(s) (*is this a regular/weekly trip; if so, please provide details?*)

Visit Times

Please enter departure and return times of visit. If it is a **residential** please indicate the departure time from the Academy and the **return time to the Academy**.

Emergency Contact Numbers

Please enter the names and telephone numbers of TWO contact persons – at least one LANDLINE (usually the academy unless at a weekend).

Emergency contact 1:	Mrs Lisa Atkins
Position in the Academy:	Headteacher
Landline:	01509 212204
Mobile:	
Emergency Contact 2:	
Position in the Academy:	
Landline:	
Mobile:	

Visit Destination/Accommodation Address

Venue Name:	
Road:	
Address 2:	
Town:	
County:	
Postcode:	
Telephone:	
Fax:	
Email:	
Website:	
Contact:	

Travel Arrangements (please tick all that apply):

<input type="checkbox"/>	Walk
<input type="checkbox"/>	Car – Private
<input type="checkbox"/>	Car – Hired by Establishment
<input type="checkbox"/>	Car – Establishment’s Own
<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Hired Coach with Driver
<input type="checkbox"/>	Hired Self Drive Mini Bus
<input type="checkbox"/>	Establishment Mini Bus
<input type="checkbox"/>	Aeroplane
<input type="checkbox"/>	Train
<input type="checkbox"/>	Underground
<input type="checkbox"/>	Bus
<input type="checkbox"/>	Tram
<input type="checkbox"/>	Ferry
<input type="checkbox"/>	EuroStar
<input type="checkbox"/>	Le Shuttle
<input type="checkbox"/>	Parental Responsibility
<input type="checkbox"/>	N/A
<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Helicopter

Staffing

Visit Leader:	
Visit Leader Contact Number whilst on visit:	
Details of competency to lead visit:	
Intended Accompanying Staff (Employees):	
Other Accompanying Adults (Volunteers):	+ Parents

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Intended Attendees – **YOUR FORM WILL BE RETURNED UNLESS THIS IS COMPLETED**

Male:		Female:			Total:	
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First Aid Arrangements

Y	N
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please tick as appropriate:

Are there sufficient first aid arrangements in place?

Names of first aiders and details of any additional first aid arrangements:

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DBS

Y	N	<i>Please tick as appropriate:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have all staff and volunteers been CRB checked?
<input type="checkbox"/>	<input type="checkbox"/>	Are external providers checked? If not sure, tick no.

Special Educational Needs

Y	N	<i>Please tick as appropriate:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you accounted for any students/staff with Special Education Needs and Disabilities within your risk assessment?
<input type="checkbox"/>	<input type="checkbox"/>	Have care plans been reviewed and considered?

Checklist

Have you sent (electronically) the following documents to support your risk assessment (where appropriate)?

Y	N	<i>Please tick as appropriate:</i>
<input type="checkbox"/>	<input type="checkbox"/>	Planning/risk assessment
<input type="checkbox"/>	<input type="checkbox"/>	Transport checklist
<input type="checkbox"/>	<input type="checkbox"/>	Itinerary

Letter to parents
Pre-trip visit checks

Visit Programme/ Itinerary

Please give details as to the planned activities/itinerary for the day **including a 'Plan B'** in case of a change in circumstances:

Time	Activity

Please ensure all accompanying staff/ volunteers are familiar with the details of the risk assessment and supporting documents and that all contact numbers have been exchanged.

Overall Assessment of Risk – please highlight relevant risk and score accordingly

Use the matrix below to determine the overall risk. Look at all the low, medium and high risks of all the risk assessments required for the visit to determine the overall risk rating.						
LOW RISK Score between 6 – 10	MEDIUM RISK Score between 11 – 19		HIGH RISK Score between 20 – 25		UNACCEPTABLE RISK Score between 26 – 30	
The possibility and nature of an accident occurring are not substantially different to those encountered in every day experience.	The hazards encountered are outside the groups' experience, but by adopting principals of safe practice should bring them to an acceptable level. FURTHER CONTROL MEASURES MAY NEED TO BE TAKEN.		The hazards encountered are either extreme, or beyond the everyday experience of the group. The repercussion of an accident could lead to serious consequences. FURTHER CONTROL MEASURES MUST BE TAKEN.		The hazards encountered are above and beyond the experience of the group and the leader. <u>THE ACTIVITY/TRIP CAN NOT TAKE PLACE.</u>	
The Activity Score :						
The Individual Score:						
The Staff Score:						
The Environment Score:						
Access to First Aid Score:						
External Factors Score:						
Add above together to obtain Total Score:						
Score	The Activity	The Individual Student	The Staff	The Environment	Access to First Aid	External Factors
5	Outside everyday experience and dissimilar to any previous activity.	No experience. Needs support at all level. RISK to self, and/or public.	NO EXPERIENCE as a leader, or of activity. INADEQUATE staff levels.	SEASIDE, CLIFFS, WILDERNESS, REMOTE AREAS. Ascent more than 100m. Travel to other countries.	No first aiders. No immediate access to emergency services. Possibility of death.	Changes in weather or crowds could have serious effect on group members. No insurance cover. Dealing with illness/fit will seriously affect group safety.
4	Outside the everyday experience but training has been given.	Some experience at an introductory level. Minimal competency. RISK to self and/or public.	Some experience as a leader. A little experience of the activity. INADEQUATE staff levels.	Close proximity to WATER, gravel pits. Unfamiliar territory. OVERNIGHT outdoor accommodation. Ascent less than 100m.	Emergency First Aider. No immediate access to emergency services. Possibility of serious injury.	Changes in weather/crowds could lead to serious problems. Group not adequately equipped or insured. Group not competent in the activity. Illness/fit will affect group safety.
3	Outside the everyday experience but competency has been demonstrated in other ways/areas.	Some experience with some competency. Possibility of RISK to self, and/or public.	Minimal Training, some experience of the activity. Adequate staff ratio – male and female as necessary.	Industrial/urban/ rural areas with unknown hazards. OVERNIGHT indoor, vetted accommodation. No knowledge of the environment but familiar territory.	Staff unqualified. Immediate access to emergency services. Possibility of minor injuries.	Change in weather/traffic/ crowds could lead to problems affecting safety. Illness/fit may affect safety of the group. Insurance cover adequate.

2	Outside the everyday experience but the tasks are familiar.	Regular exposure to the activity. Level of competency adequate. NO RISK to self, and/or public.	Some Training. Experienced in the activity. Adequate staff ratio – female and male as necessary.	Industrial/urban/rural hazards that can change quickly. Second hand knowledge of the environment.	Minimal first aid qualification. Immediate access to emergency services.	Change in weather/crowds has minimal effect but does not affect safety. Possibility of illness/fit but will not affect group safety. Insurance cover adequate.
1	Within the everyday experience.	Previous experience of activity. Competent to complete activity. NO RISK to self and/or public.	Experienced and trained to an appropriate level. Good staff ratio – male and female as necessary.	Industrial/urban/ rural, predictable and known hazards. Previous visit to environment.	Well-qualified staff (4 day course). Immediate access to emergency services.	Changes in weather/traffic/ crowds will have no adverse effect. Illness or fit unlikely within group. Insurance cover adequate.

Appendix 3



SACRED HEART


CATHOLIC VOLUNTARY ACADEMY

Evaluation of Trips out of the academy

Please complete this evaluation after each trip out of the academy.

It does not need to be lengthy.

When making comments, comment on the suitability of the trip, whether you met the trips objectives and any risks/issues that may have arisen.

Name of Visit	
Date of visit	
Identified outcomes Please tick the appropriate face!	
Comments	
Improvements for next time	

Please then put a paper copy into Mrs Atkins box for uploading onto the Evolve website.

