

Off-Site Activities and Educational Visits Policy

To be read in conjunction with

- Safeguarding and Child Protection Policy
- DfE - Keeping Children Safe in Education (KCSIE) January 2021
- Health and Safety Policy
- Behaviour Management Policy
- Supervision Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Students with Medical Needs
- Anti-Bullying Policy
- Risk Assessment Policy
- School Risk Assessments
- The Statutory Framework of the Early Years Foundation Stage April 2021
- Independent School Standards 2019
- Driving school minibuses advice: schools and local authorities 2014
- Critical Incident Policy
- Missing Child Policy
- <https://oeapng.info/downloads/download-info/1b-foundations>

Rationale

The curriculum at Atelier 21 places great emphasis on pupils' learning from real life experiences and personal observation. In order to enrich the curriculum and provide pupils with first-hand experience pupils will participate in a range of educational visits throughout the academic year. Most visits will be day visits, but pupils may also be offered the opportunity to participate in residential visits.

In order to ensure the safety of our pupils and staff a risk assessment will be carried out before each visit and will be evaluated at the end of each visit providing new information, where required, to help with future planning. Where visits are regular and routine, such as travelling to a sports venue, there will be one risk assessment which will be evaluated and adapted at the end of the first visit and further updated where necessary.

Aims

- To ensure the safety of pupils and staff when they are outside of the school grounds.
- To ensure that parents are informed about the steps that are taken to minimise risk to pupils and ensure their safety.
- To enhance the curriculum and promote independent learning.
- To ensure that all pupils can participate in external visits.

Objectives

- Staff will visit all new venues or sites in order to acquire information which will help them to write the risk assessment.
- Staff will carry out a risk assessment for all new or 'one off' visits.
- Staff will evaluate and update risk assessments on routine and regular activities or visits when new information comes to light.
- The proprietor will agree all visits after evaluating the risk assessment and considering the purpose of the visit.
- Outside providers such as outdoor activity centres residential transport providers and other external companies will provide the proprietor with their safety certificates, safeguarding documents, risk assessments and record of checks made and staff qualifications before any agreement is entered into, they will sign a document stating that all activities have been risk assessed for pupils from Atelier 21
- For all activities involving caving, climbing, trekking, skiing, or water sports the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004
- Staff accompanying pupils on visits will be reminded of the school's Code of Conduct and other policies, they will be provided with a school camera, tablet, and mobile phone to use during the visit.
- The school will ensure that there is sufficient adult supervision to ensure pupils' safety with adult/student ratios as follows:
Under 5s Reception classes – reception 1:4; Transition 1:3; Nursery 1:2
1 adult for every 6 pupils in Years 1 to 3
1 adult for every 10 pupils in school Years 4 to 6 (U8 years old overseas trip 1:6)
1 adult for every 15-20 pupils in Year 7 onwards (Overseas 1:10)
- Where off-site activities require transport via the school minibuses the school ensures they follow the DfE guidance on the requirements for driving minibuses

Roles and Responsibilities

The Proprietor will:

- attend approved training, if required and where applicable
- provide training for staff and will work with them to improve their professional competence.
- ensure that all off site activities comply with the procedures in this policy.
- act as the educational visits coordinator (EVC)
- ensure that party leaders have sufficient experience and competence to assess risks in the planned activity.
- keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example *Broadfield Park* or *K2 Leisure Centre*).
- ensure that all risks have been assessed, the most significant risks recorded, and that appropriate health and safety measures are in place and that everyone is aware of and understand the risk assessment and complies with it.
- ensure any individual risk assessments on pupils are in place, for example on a child with medical issues.
- provide advice and guidance.
- organise emergency arrangements and ensure there is an emergency contact for all visits.

- keep up-to-date records of individual visits including reports of accidents and 'near accidents.
- ensure all insurance is up to date, including separate insurance for residential or foreign visits.
- formally approve, sign and date, each journey or visit
- review systems and monitor practice.

Party Leaders will:

- have overall responsibility for the supervision and conduct of the visit including:
In addition to numbering off or counting staff will ensure:
 1. A register is to be taken in addition to numbering off.
 2. A double check by all members of staff that their totals tally before moving from one site to another.
 3. A buddy system and a check that all children have their buddies before moving on to another location.
 4. A nominated lead teacher to ensure and double check that all children are accounted for before moving from one location to another.
 5. Ensure the office has correct and up to date registers before children leave site and upon return.
 6. Report ANY concerns, no matter how minor they may be considered to the Headteacher so as they are fully informed to decide a next course of action if required.
- be approved by the proprietor/educational visits coordinator.
- obtain consent for the visit before any visit takes place (except for those covered by blanket permission)
- assess the risks involved, during a visit to the site, and complete or amend a formal risk assessment
- carry out any required risk assessments on individual pupils.
- take account of any previous risk assessments /evaluations/new information and ensure that they are incorporated into the risk assessment.
- ensure that other staff and/or volunteers are aware of their responsibilities.
- provide training for staff and/or volunteers as required.
- remind staff of safeguarding/health and safety requirements
- complete a planning checklist to ensure all procedures have been followed.
- inform parents about the visit and gain their consent when required.
- ensure that at least one qualified first aider accompanies all trips and visits and that a paediatric first aider attends all trips or visits involving younger children.
- ensure that pupils know what is expected of them and stress the need for safe and sensible behaviour.
- ensure that pupils do not take unnecessary risks.
- ensure that pupils, staff, or volunteers inform staff of any unexpected hazards or dangers.
- ensure that pupils are fully always supervised during the visit and check that all pupils are accounted for at key points such as boarding or leaving buses or other transport or venues.

Staff planning an off-site activity should make a preliminary visit to the venue, 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, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

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 any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

Staff /volunteers will

- ensure that they understand what is expected of them.
- attend any training provided by the proprietor or party leader.
- read risk assessments carefully and understand their responsibilities.
- carefully supervise pupils at all times, counting them when entering or departing venues or transport: In addition to numbering off or counting staff will ensure:
 7. A register is to be taken in addition to numbering off.
 8. A double check by all members of staff that their totals tally before moving from one site to another.
 9. A buddy system and a check that all children have their buddies before moving on to another location.
 10. A nominated lead teacher to ensure and double check that all children are accounted for before moving from one location to another.
 11. Ensure the office has correct and up to date registers before children leave site and upon return.
 12. Report ANY concerns, no matter how minor they may be considered to the Headteacher so as they are fully informed to decide a next course of action if required.
- support the party leader in all aspects of their role.
- act on any concerns raised by pupils or volunteers.

Pupils will:

- listen to staff and volunteers and behave well at all times.
- report any unexpected hazards or risk to a member of staff.
- follow instructions given by volunteers or staff.
- not take unnecessary risks
- dress appropriately for the activity and the weather

Parents will:

- ensure that children's medical records are kept up to date.
- inform the party leader about and medical, psychological, or physical condition relevant to the visit.
- provide emergency contact numbers.
- sign the consent form.

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 making additional arrangements for that child.

Special Educational Needs and Disabilities (SEND)

No child will be prevented from participating in any activity on the grounds of special educational need or disability. The school and /or external providers will ensure that the pupil's needs are taken into account and that suitable arrangements are made to ensure that the pupil can participate in the activity. Where necessary an individual pupil risk assessment will be carried out, in partnership with parents, to ensure that all physical and medical needs can be met. In some cases, parents will be asked to or may wish to accompany the child during the visit. All medicines or equipment will be carried by the staff member accompanying the pupil or by the pupil's parent.

Pupils with social, emotional, or behavioural difficulties (SEBD)

All pupils will be included in all trips and visits, pupils with social, emotional, or behavioural difficulties will be accompanied by a member of staff who is known to them and understands their specific issues. On some occasions we may ask that a parent also accompanies the child, this will be decided on a case-by-case basis.

Planning Considerations

A useful framework for assessing requirements for ratios and effective supervision is SAGE. See OEAP National Guidance <https://oeapng.info/downloads/download-info/1b-foundations>

- Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- Activities to be undertaken: what do you want the group to do and what is possible?
- Group characteristics: prior experience, abilities, behaviour and maturity, sex, any specific individual needs.
- Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions. Consider the implications of current guidance about avoiding infection during an epidemic.

Early Years Foundation Stage (EYFS)

First aid equipment and any child's personal long-term medication will be taken on any Off-Site Activities or Educational Visits. It is expected that children will arrive at the school dressed appropriately for the weather.

Outing's organisation:

- There will be a minimum of 1:4 ratio and the children will walk in 3's with the adult on the kerbside if near a road.
- Care will be taken when crossing any roads and an adult will 'hold up' the traffic until all children are crossed.
- All staff members will be briefed as to their role and what is expected of them.
- The group leader will be responsible for carrying a mobile phone and any relevant telephone numbers.

If a small group is leaving the school, there will be a record of what children remain at school and what children are on the outing. A copy of this is to remain at the school and a copy to be taken on the trip. If the whole group are taken out or the excursion is further afield, copies of contact details are to be taken, plus first aid kit. Parental authorisations must be in place for all outings.

Parental Consent

Parents/carers will be invited to sign a Regular and Local Visits consent permission when their child joins the school. This generalised consent form is included within the School Admission Form and covers the following visits:

- visits in the local area for example Broadfield and Tilgate Park, Crawley Town and it's boroughs, local library, garden centre or other such local amenity.
- visits that do not involve travel by coach or public transport.
- regular, weekly swimming or PE lessons at K2 Leisure Centre

Parents/carers will be informed of all other visits at least 2 weeks in advance. Parental consent must be given for all visits, other than those identified above, using the Individual Offsite Visit Consent Form – see Appendix 1. If the school does not have written consent from a parent, the child will not be allowed to go on the visit.

If a parent does not consent to a child going on a visit the child should still come to school and he/she will work on self-directed learning tasks supervised by a member of staff.

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Document Review			
Version	Amendment	By	Date
1.0	Initial Release	Becci Gooding	10/06/2020
1.1	Include DfE guidance on the requirements for driving minibuses. Including Adventure Activities Licensing Regulations 2014	Danni Hayes	27/04/2021
1.2	General update	Danni Hayes	10/03/2022
1.3	Update to reflect adult/student ratios with guidance from Outdoor Education Advisory Panel.	Richard Keightley	08/06/23
1.4	Update based on review of procedures for registering and numbering off.	Becci Gooding	22/11/2023

Appendix 1



Individual Offsite Visit Consent Form

Dear Parent / Guardian

Your child's class teacher is planning the following offsite visit.

Venue: _____

Date: _____

On the trip the children will have the opportunity to: _____

The pupils will be leaving at _____ and will be returning to the school at _____.

Please fill in the slip below to state whether you would like your child to go.

Many Thanks

Deborah Hearn

School Business Manager

I do / do not* (delete as appropriate) give permission for my child _____ to go on the above offsite visit.

Print: _____

Signed: _____

Date: _____

Please note: A generalised consent form for Regular and Local Visits is included within the School Admission Form and covers the following:

- visits in the local area, for example Broadfield and Tilgate Park
- visits that do not involve travel by coach or public transport
- regular, weekly swimming or PE lessons at K2 Leisure Centre

This form is for obtaining parental consent for individual offsite visits that are not regular or local, and therefore not covered by the generalised consent for Regular and Local Visits mentioned above.

Individual Offsite Visit Consent Form_June 2020
