



## HARESFIELD C OF E PRIMARY SCHOOL

‘Trusting in God, together we live, learn and grow.’

### Offsite Visits Policy

#### **Rationale**

At Haresfield Primary School we believe that opportunities for well planned and appropriate residential visits broaden the school curriculum and enhance the pupils learning. We are committed to providing quality visits for our pupils and this policy sets out clear procedures in order to ensure that such visits are undertaken with all health and safety requirements clearly in place.

This policy has been written following the Gloucestershire LEA ‘Educational Visits and School Journeys Guidance for Organisers Manual’

#### **Aims**

- To ensure that all residential visits are planned following the LEA health and safety guidelines.
- To ensure that risk assessments form a part of all educational visits.
- To ensure that procedures are in place to inform staff of their responsibilities and to support them in ensuring the safety of the children.
- To provide the pupils with an experience of residential visits;
- To provide the opportunity for pupils to develop and practice social skills;
- To put procedures in place to monitor this policy in order to ensure that it is updated in accordance with LEA updates.
- To put into place emergency procedures.
- To ensure an equality of opportunity for all our pupils taking into account SEN, gender and ethnicity.
- To ensure that children have a safe and fun learning experience!

#### **Guidelines**

The term ‘educational visits’ encompasses a wide variety of activities, varying enormously in their duration and complexity. Residential visits are classed into two separate categories and are defined as follows:

Category B – These comprise Residential and or some higher-risk activities of one day or more for days example cycling on roads and low level interactive challenges. Safe supervision requires that the leader should, as a minimum have undergone an additional familiarisation process or induction specific to activity and/or location. S/he will be approved as appropriately competent by the OVC following LEA guidance.

REQUIREMENTS	
Insurance	Automatic cover
Minimum supervision ratio	One teacher – 10 participants Two teachers – 20 participants Two teachers and one other adult – 30 participants Each additional teacher/other adult – maximum 10 additional

	participants Mixed parties will ideally be accompanied by at least one staff member or other adult of each gender
Approval requirements	Headteacher Notify Education Health and Safety Department Governors

Category C – All visits/journeys involving potentially hazardous activities. This category includes all those activities that, if not school-led, would be in the scope of the Adventures activities Licensing Regulation 1996. It also includes activities that fall outside the scope of licensing such as motor sports and activities currently not licensed such as high ropes courses or canoeing in placid waters. In these cases a leader's competence should normally be demonstrated by the possession of the relevant NGB Award.

(See Appendix B for definition of 'potentially hazardous outdoor pursuits')

REQUIREMENT	
Insurance	Automatic cover
Minimum supervision ratio	One teacher – 10 participants Two teachers – 20 participants Two teachers and one other adult – 30 participants Each additional teacher/other adult – maximum 10 additional participants Mixed parties must be accompanied by at least one staff member or other adult of each gender
Approval requirements	Headteacher Notify Education Health and Safety Department Governors

For all the proposed educational visits in Category B and C a completed OV form along with the itinerary and risk assessments must be sent to the LEA at least 20 days before the visit.

### Planning visits

Before a visit is planned an outline proposal must be given to the Head teacher to include:

- the visit objectives
- likely date, duration and venue
- pupil group, staffing
- resources and estimate of cost
- name of party leader

Following approval by the Head teacher documentation must be completed as per the LEA guidelines and an OV approval form sent into the Health and Safety unit at Shire Hall via the eGO website at least one month before the proposed visit date.

Members of the governing body should also be informed of the residential visit and give formal approval.

Parental consent, as per the LEA guidelines, must be sought and a copy of all documentation left with the school staff designated as emergency contacts.

### **Behaviour expectations of pupils**

The school has a comprehensive behaviour policy which should be followed during residential visits however should specific behaviour issues arise parents/carers will be contacted during the visit and expected to collect their child.

If there are concerns before the visit about a pupil's behaviour then the following procedure should be followed:

- Talk to a parent about any concerns prior to a visit and agree behaviour expectation of the child.
- Talk to the child about behaviour expectations around the trip
- Inform the adult in charge of the pupil of procedures regarding behaviour.

### **Risk assessment**

Risk assessments provide a formal assessment of the risks that might be met on a visit and should have the aim of preventing the risks or reducing them. Risk assessments should be carried out by the nominated group leader for each educational visit using the form online at eGO website These need to be passed to the Head teacher for approval.

Copies of all risk assessments should be given to all supervisors on a visit with the details of the measures they should take to avoid or reduce the risks. Frequent visits to venues such as swimming pools may not need a risk assessment every time however careful monitoring should take place and appropriate action taken as necessary.

Generic risk assessment forms are available from the OVC which may then be adapted to be site specific. The OVC will support staff with risk assessments if requested.

The Health and Safety governor and OVC will write risk assessments related to items on the regular activity form .

### **First Aid**

A school First Aid kit should be taken on each coach and a kit carried by the group leader for the duration of the visit.

### **Emergency procedures**

#### Action in school

1. Nominate the party leader
2. Two members of staff who are not accompanying the visit should be designated as the contact persons (not parents).
3. Devise a process whereby persons can be contacted.

4. Information regarding the trip should be left with the contact people
5. Ensure there is an understanding of the emergency procedures in school.

#### Action on the visit

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualties.
3. Make sure other group members are safe from harm.
4. Call the emergency services as required – an adult must accompany any casualties to hospital.
5. Collect the remainder of the group for their return to base.
6. Arrange for one adult to remain at the scene to liaise with emergency services.
7. Contact the centre where you are staying and inform them
8. Contact the Head teacher and designated contact persons. Give the following information:
  - Your name
  - Nature, date and time of the incident
  - Location of the accident
  - Details of injuries
  - Names of all involved so far
  - Telephone numbers for future communication.
9. If press are involved before you have time to contact the Head teacher, make no comment and refer them to the Head teacher or to the local police.
10. The Head teacher/designated contact person will appraise the situation. Where the accident is clearly serious s/he should immediately contact the Director for Education (see appendix
11. The Director of Education will make all necessary contacts and follow established incident procedure.
12. The Head teacher will arrange to contact persons as soon as possible and establish all necessary links locally.

#### Responsibilities

Party leaders – responsible and accountable for the entire conduct of the residential visit and for initiating all planning and management. Party leaders assume the duty of care enshrined in the principle of 'in loco parentis.'

The Head teacher and Governors – responsible for giving formal approval to the final programme, which should include reference to supervision and safety arrangements.

Outdoor education team leaders – working within the Youth and Community Service will act in an advisory capacity on request.

The Young Participant and Parents/Guardians – parents and guardians of young people under the age of eighteen pass their duties to the venture. They must formally agree, via consent form to this and agree to the conditions asked by the party leaders.

#### **Charging for residential visits**

##### Residential visits

Haresfield School pupils are offered the opportunity to attend a residential visit every other year whilst in Class 4. The residential visits are organised through PGL (approved Gloucestershire providers) at the site in Ross-on-Wye or Osmington Bay - Devon.

**Monitoring and Reviewing**

This school policy will be reviewed annually in the Spring term with the staff and Health and Safety governor and amendments made as necessary. A trip evaluation file is kept by the Offsite Visits Co-ordinator and includes all paperwork relating to each trip which can then be used to inform future trips.

Signed: R Bacon

Date: March 2023

Review date: March 2025