



Otterbourne Church of England Primary School
Trust, Respect and Determination

Off Site Activities and Educational Visits Policy

Name of Headteacher:	Martin Geraghty
Name of Chair of Governors:	Sue Barham
Date Policy approved and adopted:	September 2024
Date Due for review:	September 2026

VERSION CONTROL LOG

Date	Description of changes (person responsible)
17/10/2024	Review date changed
11/09/2023	Review date changed
	Adopted from guidance published March 2023

- **Overview**
 - Otterbourne Church of England Primary School has adopted the HCC Off-Site Visits Guidelines (EVOLVE) updated in March 2023. This policy is based upon that document and advice from their website.
- **Aims**
 - To develop and promote a culture of health and safety and sound management in the organisation of visits.
 - To encourage the use of visits to extend the learning opportunities of pupils
- **Objectives**
 - Organisers of individual trips must generate their own aims and objectives, but the following general principles apply. All trips to:
 - have a clear and stated educational purpose
 - be related to the age and aptitude of the participants
 - be organised and conducted within the framework of this policy
- **Responsibilities of Governors**
 - The governing body should ensure that all visits and journeys are approved:
 - to ensure that the visit has a specific and stated objective;
 - To ensure that proposals comply with regulations and guidelines.
 - This responsibility may be delegated to the Headteacher
- **Responsibilities of the Head Teacher**
 - The Head Teacher has extensive responsibilities – these are listed in Appendix A, but broadly he/she should:
 - ensure that visits comply with regulations and guidelines;
 - ensure that the group leader is competent to lead the activity and to monitor the risks during the activity and that the team is suitably balanced (see **Staffing** 8.3 below);
 - Be clear about their own role if taking part in the activity as a team member – they should follow the instructions of the group leader who will have sole charge of the visit.
 - Delegate the day to day organisation to the Educational Visits Co-ordinator (EVC)
- **Responsibilities of the Team Leader**
 - One teacher, the Team Leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. Specific tasks and responsibilities are identified in Appendix B.
- **Responsibilities of all supervisory teachers**
 - Teachers on school-led visits act as employees of the LEA, whether the visit takes place within normal school hours or outside those hours, by agreement with the head teacher and governors.
 - Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances
 - Teachers and all other adults assisting the Team Leader must consent and agree that the Team Leader has full authority to reasonably direct their supervision of the pupils.

1. Staffing

- The organisation of and participation in trips is a voluntary activity. Within that context

the Governors view such activities as staff development and require all staff involved to receive appropriate training e.g. Open Country (see Appendix D)

- ALL members of the team should have a role in the **prior organisation** of the trip and in the running of the activity itself. General supervision is not enough.
- Ratios
Otterbourne Primary School will adhere to the HCC guidelines regarding staff/child ratios. A copy of the guidelines can be found in Appendix D.
- A minimum of two members of Otterbourne staff must form part of the team, the leader must be a teaching member of staff.
- Requirements for further adult supervision can be met by using non-teaching staff, governors, parents and volunteers. Anyone who has not had the necessary DBS checks, however, should never be left in sole charge of pupils.

A great many other factors may have to be considered, including for example, the nature of the activities, or the behaviour of pupils. These factors may lead to a reduction in the staff/pupil ratio.

- **Residential Trips**

- The Headteacher/Education Visits Co-ordinator must formally approve all staffing of **residential trips or adventurous activities on the EVOLVE website.**
- Governors need to formally approve residential trips.
- HCC must give written consent for any residential trips to facilities not already approved on the HCC Off-Site Activities & Educational Visits Guidelines.
- In terms of gender and experience a balance (as near as possible) in the staffing is desirable on all trips whether day visits or residentials, but in the latter case, further requirements apply.
- Trips requiring only **2 staff** members shall be designated as follows:

Staff 1 – Team Leader

Staff 2 – Deputy Leader

One or other of the above staff must have been Team Leader on a previous trip. If it is the current TL the Deputy must be in training to become TL in the future.

- Trips requiring **3 staff** : Staff 1 & 2 as above Staff 3 – Previous experience essential

On a trip with a large number of students the potential is high for two staff to be involved in an incident. It is important that in this case another experienced member of staff is on hand.

- Trips requiring **4 staff** or more: Staff 1 - 3 as above. Staff 4 – Previously inexperienced
Whilst Team leaders need to be comfortable with the staffing of the trip in terms of group dynamics, there should be an acceptance that, between one year and the next, staffing will change to allow for professional development.

Organisers and leaders of school trips must be able to demonstrate that the trip represents best value in achieving the written aims. Consideration of best value must include the responsibilities for safety and supervision.

2. **Equal Opportunities**

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible.

3. Costing

All school trips that incur costs for the transport or entrance of children must be paid for by the voluntary contributions of parents. To enable a trip to be financially viable, a minimum of 85% of the trips cost must be met by parental contributions or Pupil Premium where appropriate. In exceptional circumstances, the school may subsidize the cost for individual pupils to enable them to take part but the expectation will be that the parents make some contribution towards the trip. Trips that fail to raise enough money may be cancelled.

4. Transporting Children on School Activities

Where staff or parents volunteer to transport children to or from school activities the following must be observed.

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

Insurance:

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

Safety:

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle (the school has a small number of booster seats to borrow if necessary).

This policy should also be read in conjunction with the Charging and Remission Policy.

Appendix A – Headteacher/EVC’s Responsibilities

The head teacher should ensure that:

- adequate child protection procedures are in place
- all necessary actions have been completed before the visit begins
- a risk assessment has been completed and appropriate safety measures and emergency procedures are in place
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- the group leader or another teacher/instructor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- group leaders are allowed sufficient time to organise visits properly
- non-teacher supervisors on the visit are appropriate people to supervise children
- ratio of supervisors to pupils is appropriate
- the LEA and governing body has approved the visit, if appropriate
- parents have signed consent forms/advised they are happy for children to partake
- arrangements have been made for the medical needs and special educational needs of all the pupils
- adequate first-aid provision will be available
- the mode of transport is appropriate
- travel times out and back are known, including pick-up and drop-off points
- there is adequate insurance cover
- the school has: the address and phone number of the visit’s venue; a contact name; details of companies providing transport, including registration numbers
- a school contact has been nominated and the group leader has details
- the group leader, supervisors and nominated school contact have a copy of the emergency procedures
- the group leader, supervisors and nominated school contact have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers’ and other supervisors’ next of kin
- there is a contingency plan for any delays including a late return home
- the financial and cash handling aspects of the trip meet the requirements of the Governors Policy for Purchasing and Financial Management

Appendix B – Team Leader’s Responsibilities

The team leader must:

- obtain the Head teacher’s prior consent (or that of the Educational Visits Co-ordinator – EVC). Complete an Internal Approval Form/Council Approval Form
- follow LEA and governing body policies
- appoint a deputy
- clearly define each group supervisor’s role and ensure all tasks have been assigned
- be able to control and lead pupils of the relevant age range
- where tuition is given by external provider, ensure that their competency has been demonstrated
- wherever possible, be familiar with the location/centre where the activity will take place
- be aware of child protection issues
- Ensure first aid provision is carefully considered. Trained first aiders will always accompany children off-site but in some circumstances, for example, very short local trips this may not always be possible. Consideration must then be given to the proximity of first aid if an emergency should occur. For example, could first aid be provided at the location of the visit e.g. school or leisure centre. It is the team leader’s responsibility to always ensure that the specific medical and first aid needs of the children in their care have been considered and planned for. When a first aider is not accompanying an off-site trip, alternative first aid arrangements must be identified in the off-site risk assessment and agreed with the E.V.C.
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- organise, if necessary, transport and make suitable risk assessment precautions. Coaches and minibuses should only be booked from reputable companies. All children should use the seat belts provided and avoid sitting next to emergency exits. Supervising adults should spread themselves across the coach. Drivers of minibuses must have successfully completed MIDAS training. Minibus drivers must be accompanied by a second supervising adult. The use of private cars driven by group leaders or volunteers may be permitted by the Headteacher. A ‘car insurance’ confirmation form must be completed beforehand. Children below the height of 135 cm must, by law, be supplied with an appropriate booster seat. Where possible, car drivers should be accompanied by a second supervising adult.
- undertake and complete a comprehensive risk assessment and hand to EVC with a completed Educational Visits Checklist (Appendix C) at least 1 week prior to the trip.
- review regularly undertaken visits/activities and advise the head teacher where adjustments may be necessary
- ensure the host establishment has completed a risk assessment (great care when participating in PE/Games activities).
- parents should be kept informed of any and every off-site activity and, where specific consent is required, be given a good understanding of the purposes, nature and programme of the visit on which to base their decision. Parents can then exercise their right to give or withhold consent. Information on routine and local visits within walking distance can be given at the start of the year or term where parents can give their general consent.
- Parents must be informed in writing and consent obtained when transport is required from the school site where the visit is within the school day, when it is an unusual or non-regular occurrence or when the visit goes beyond the normal school day. A standard letter format is available for use. The statement of consent, found on page 87 of the ‘Off-site activities and educational visits’ should be included.
- Current medical information is required at the start of every year and parents should be given the opportunity to update the Medical Form every three months. It is the responsibility of the parents to ensure that information they give is accurate and up-to-date. If parents decide to withhold or fail to communicate their consent, the school will make every effort to contact the parents to discuss the matter. The school can offer financial support where necessary. Alternative supervised arrangements within school will

be made for children unable to take part in a trip or visit.

- ensure that teachers and other supervisors are fully aware of what the proposed visit involves
- have enough information on the pupils to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group (see Appendix C)
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure that the group supervisors have details of the school contact
- ensure that group supervisors and the school contact have a copy of the emergency procedures
- ensure that the group's supervisors have the details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- if, despite sufficient warning, the Team Leader cannot arrange a pre-visit, evidence of risk assessment must be sought from the centre to be visited. Where the location/accommodation is re-arranged with insufficient warning, the Team Leader must complete a risk assessment at the earliest opportunity and take the decision to continue or abandon the visit.

Appendix C - Educational Visits Checklist

- Do you have clear aims and objectives?
- Have you visited the venue?
- Have you completed the Risk Assessment & Risk Management Record (Appendix E)?
- Do you have the correct ratio of supervision (see Appendix D)?
- Have you submitted the form for approval on EVC website?
- Have you provided a the following information:
 - 1. List of children participating
 - 2. List of adults participating
 - 3. Adult (next of kin) contact telephone numbers
 - 4. Staff contact numbers during the visit.
 - 5. Group lists to adult helpers.
- Have parents been notified of the itinerary and potential risks?
- Do you have a First Aid kit?
- Do you have a copy of the First Aid Procedures Plan?
- Do you have a list of children with medical problems?
- Do the children needing inhalers have them?
- Have you identified the emergency procedures of your visit:-
 - 1. For adults?
 - 2. For children e.g. if they get separated from the group?
- Have you agreed a “Code of Conduct” for:
 - 1. Behaviour?
 - 2. Dress/clothing?
 - 3. Equipment?
 - 4. Pocket money?
 - 5. Personal items e.g. mobile phones, jewellery, etc?

Appendix D - Supervision Ratios and Qualifications Guidance

NOTE

Group Leader	the person who has overall charge of the venture
Qualified Leader	a teacher, nationally qualified youth worker or lecturer (also some NVQ Level 3 qualified personnel)
Volunteers and other Responsible Adult(s)	any other adult, known to the establishment, who is deemed by the head of the establishment to be responsible enough to support the venture.

Activity	Qualifications/staffing	Maximum ratios	Notes
Local visits – in the local area, close to support at the base	<ul style="list-style-type: none"> An experienced group leader (recommended) Other qualified leader(s) (numbers as required) Other responsible adult(s) in support A minimum of two leaders required, unless exceptional circumstances are agreed 	Under 5 1:6 Under 8 1:8 8 – under 18 1 per activity or supervision group (maximum 1:20)	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults. Minimum ratios are not recommended ratios.
Day visits – more than 60 miles or one hour from base	<ul style="list-style-type: none"> An experienced group leader (recommended) Other qualified leader(s) (numbers as required) Other responsible adult(s) in support A minimum of two leaders required 	Under 5 1:6 Under 8 1:8 8 – under 18 1 per activity or supervision group (maximum 1:12)	Small working groups of 6-12 remain the target Leaders should reflect the gender of the group
Residential visit, UK or abroad	<ul style="list-style-type: none"> An experienced group leader (recommended) Other qualified leader(s) (numbers as required) Other responsible adult(s) in support A minimum of two leaders required Large or complex visits must have an experienced leader 	Under 5 1:6 Under 8 1:8 8 – under 18 1 per activity or supervision group (maximum 1:12) These ratios do not include the centre/residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2 Where the visit is part host family, part residential, the residential conditions should apply
Host families	As above; however if wholly residing with families, a minimum of two	As above, but if wholly residing with families the 1:10 ratio could be reduced to 1:15	Leaders should reflect the gender of the group
Open Country <ul style="list-style-type: none"> Working by water Away from a road or building 	<ul style="list-style-type: none"> Experienced activity leader, Open Country qualified Qualified leaders, Open Country qualified Other qualified leaders Volunteer(s) and other responsible adults 	Under 5 1:6 Under 8 1:8 8 – under 18 1 per activity or supervision group (maximum 1:12)	Overall group sizes above 20 are not recommended at any one location at the same time (supervision and sustainability issues). Similarly large groups should not be moving together or in convoy. The number of qualified Open Country Leaders will depend on the risk assessment. By water, each group must have someone Open Country/throw bag trained and competent.
Specific Activities	Qualifications and ratios are set out in the sister document <i>Safety in Hazardous Pursuits: Regulations and Guidance</i>		

Appendix E

Otterbourne Church of England Primary School

Educational Visits Planning Form

Please complete this form to help you plan your visit. All visits must have an educational purpose and should be discussed with the educational visits co-ordinator.

Date and purpose of visit

Destination

Costs

Departure time

Destination arrival time (approx.)

Venue Departure time

Return to school time

Party Leaders

Name	Emergency contact name and number	Trip contact number

Coach company – Name

Telephone Number

Number of coaches

Coach Registration Number

If more than 1 coach a list is needed of which children and adults are on each coach plus the registration of each coach.

For the attention of the school office:

Class/Year..... Will be out of school for.....day/s on(dates). Please inform the catering team.

Please organise packed lunches for pupils who claim free school meals

E.V.C Approval

E.V.C Signature:

Admin officer signature:

Important: A list of all children and adults should be left in the school office, and each Leader should have a complete list of all the children, telephone numbers and medical information. Other helpers should have a copy of their group and a copy of the emergency procedures.

Emergency Procedures

In the event of emergency, telephone the school as soon as possible – **01962 712020**
Out of school hours ring **Mr Martin Geraghty – 07734 351431**

Appendix F

Action	Date Started	Completed
Do you have clear aims and objectives for the trip?		
Have you gathered sufficient information about the residential centre to establish if the trip is viable? E.g. Cost? Appropriate accommodation for both children and staff? Range and age level of activities available? Food? Transport access and cost? Is the centre HCC approved?		
Pre-visit and risk assessment		
Approval from Headteacher, EVC and governors for the trip to go ahead		
Agree staff members for the residential to ensure appropriate experience, ratios and gender balance. Who is the a first aider?		
Letter to parents, residential information booklet, parents meeting		
Inform Admin Officer of costs and set up paying in cards		
Permission forms and non-refundable deposits returned		
Medical information for each child collected and collated on to one easy access sheet (Medical need/medicines/Emergency numbers)		
Book and arrange transport, ensure details of coaches are recorded on appendix E.		
Monitor payments, support office team in checking all monies have been collected.		
Agree room allocation and sleeping arrangements		
Final parents information evening		
Complete general risk assessment for trip e.g. travel arrangements, behaviour management, first aid provision etc		
Prepare residential pack for the EVC. Pack to include School and centre risk assessments, emergency telephone numbers for staff and children, details of transport, Medical information sheet for all children traveling, accommodation map and arrangements, HCC insurance and emergency card		

Appendix G – Letter to Volunteer for Transport of children to Off Site activities

Dear Parent / Volunteer

On occasions, parents and volunteers are kind enough to help with the task of transporting children to visits and off-site activities arranged by the school. (This is in addition to any informal arrangements made directly between parents for after school clubs etc.) The school is very grateful for this help. In managing these arrangements the school would like to put in place sensible measures to ensure the safety and welfare of young people carried in parents and volunteers cars. This is based on guidance from the local authority and follows similar procedures for school staff using their cars on school business.

Where parents/volunteers cars are used on school activities the Head should notify parents/volunteers of their responsibilities for the safety of pupils, to maintain suitable insurance cover and to ensure their vehicle is roadworthy.

The Head or Party Leader will need to consider the suitability of parents or volunteers to carry young people in their car and whether vetting is necessary. It is advisable that parents or volunteers are not put in a position where they are alone with a young person.

All parents are therefore asked to complete and return the attached form to the school before they offer to use their car to help with transporting pupils.

This form will only need to be completed once for each driver. However, please inform the school if your circumstances change and you can no longer comply with these arrangements.

Many thanks, once again, to all parents and volunteers who have been able to help with the provision of transport. Naturally our primary concern is the safety and welfare of pupils. However, we also want to maintain a wide range of opportunities for young people to participate in off-site activities and visits.

Signed

Head Teacher

Appendix F – Safeguarding Declaration form for Volunteers transporting children

DECLARATION FORM

Safeguarding statement

At this school, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning in line with current legislation and guidelines.

The school may require parents or volunteers who have regular unsupervised access to young people to be checked through arrangements with the Disclosure and Barring Service.

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

Insurance:

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

Safety:

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle

I have read and understood the above requirements and agree to comply with them.
I agree to inform the school if circumstances change and I can no longer comply with these arrangements.

Signature:

Date:

Name (Please print)

Number of seats in vehicle: