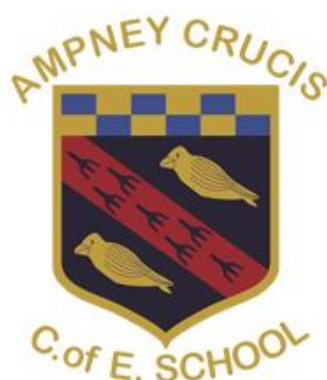


Ampney Crucis C of E Primary School



Offsite Visits Policy

Together we live, learn and flourish

Approved by:
The Governing Body

Date:

Next review due by:

Date:

Aims and purposes of Educational Visits

Ampney Crucis C of E Primary School has a strong commitment to the added value of learning outside the classroom and beyond the school premises and the social experience of our pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Responsibilities

The Governing Body has delegated the consideration and approval of educational visits and off-site activities to a person nominated as the Educational Visits co-ordinator (EVC). At Ampney Crucis C of E Primary School, Mrs Tana Wood, Head teacher is the Educational Visits Co-ordinator and the Governing Body has approved this appointment. Training will be undertaken for this role, provided by Gloucestershire SHE.

Approval Procedure

Before a visit is communicated to parents the Head teacher will approve the initial plan. The Head teacher will also approve the completed plan and risk assessments for the visit before departure using the eVisit off-site visits online system.

Approval of "normal" day visits are at the discretion of the EVC. However, visits that are either:

- Residential or
- Involving an adventurous activity (as defined in the Off sites Visits Document) will require additional approval by the LA.

Staffing and Ratios

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

(When not under COVID restrictions) The school values and recognises the contribution of volunteer adults and parent helpers assisting with off-site activities and educational visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that vetting and DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

A professional judgement must be made by the Visit Leader, EVC as to the appropriate ratio for each visit.

This will be determined by:

- Type, duration and level of activity
- Needs of individuals within the group
- Experience of staff
- Nature of the venue
- Weather conditions
- Nature of transport involved

Ratios- there is no such thing as a definite ratio. Actual ratios must always be determined through a process of risk assessment by the Visit Leader.

The following examples of supervision ratios will be a starting point for planning a visit.

- 1 adult for every 4 pupils in EYFS
- 1 adult for every 6 pupils in Years 1-2
- 1 adult for every 10-15 pupils in Year 4-6

Risk Assessment

The Visit Leader will identify the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Plan B

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost the booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Parental authority will be requested for pupils to receive emergency treatment when appropriate, including administration of an anaesthetic or blood transfusion. If parents do not agree to this, the school may decide to withdraw the child from the visit.

Information about special/medical/dietary needs

The school maintains information about special educational, medical and dietary needs of all pupils, which will be referred to by the Visit Leader during the planning of all educational visits and off-site activities. Parents will be reminded to provide up to date information.

Where necessary special arrangements will be made and information will be shared with relevant staff and training provided.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Communication

The school will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations).

Two members of the Senior Management Team will be appointed as the emergency contacts for each visit. All major incidents should immediately be relayed to this person(s), especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Cost

For most educational visits we ask for voluntary contributions. A child would not be denied a place due to parents not paying, although a visit may need to be cancelled due to insufficient funds. In some cases, for our Vulnerable pupils, the cost of a visit may be met through the use of Pupil Premium funding.

Review by the Local Authority

The school is supported in its arrangements for educational visits and off-site activities by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be submitted to SHE on eVisit prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

References to other policies

The school has policies for Charging and Remissions and Inclusion, which applies to all visits.

Documents relevant to this policy can be found by logging into the E-Visit online system. They are not included within this policy as it is essential that Visit leaders use the most up to date documentation available at:

www.e-visit.co.uk/Gloucestershire/evisit/Login