



Off-Site Visit Policy

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Statutory / Non-Statutory:	Non-Statutory
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1. Introduction

This policy applies to all offsite visits involving students at Woodcot Primary. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. Offsite visits are defined as events that involve students being away from the normal school sites, whilst in the care of Woodcot Primary.

The following give an indication of the wide range typical of the school's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, farms and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

2. Outdoor Education Adviser's Panel National Guidance

This policy must be used in conjunction with the National Guidance (NG) published by the Outdoor Education Adviser's Panel (OEAP) found at <http://oeapng.info>. The site provides detailed guidance about many aspects of outdoor learning, off-site visits and Learning Outside the Classroom, and includes essential reading for all key staff roles.

Woodcot Primary employees must follow that guidance as well as the requirements of this policy. Should there be any conflicting areas, please consult with the school's Educational Visits Co-ordinator (EVC), Laura Morris.

Roles

OEAP NG sets out the responsibilities and functions regarding off-site visits of specific roles including those of Governors, Headteacher, EVC and Visit Leader.

The **Headteacher** is responsible for:

- Ensuring approval for visits is given, including liaising with the LA where appropriate;
- Ensuring that the governing body is made aware of the visits;
- Ensuring that arrangements are in place for the educational objectives of a visit to be achieved and are inclusive;
- Ensuring that all accreditation or verification of providers has been met;
- Ensuring that visits are evaluated to inform the operation of future visits;
- Ensuring that each visit has an appropriately competent Visit Leader;
- Ensuring that all teachers are aware of the LA policy and guidance;
- Ensuring that the school has an emergency procedure in case of a major incident, which has been shared with all staff.

The **EVC** is responsible for:

- Ensuring educational visits meet the employer's and school's requirements;
- Supporting the governors with approval and other decisions;
- Assessing the competence of prospective leaders and staff;
- Ensuring that risk assessment procedures meet requirements;
- Organising training and induction;
- Keeping records of visits, accidents or incident reports;
- Reviewing systems and monitoring practice.

The **Group Leader** is responsible for overseeing the supervision of the visit, including direct responsibility for pupils' and staff's health, safety and welfare and must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policies and procedures;
- Plan and prepare for the visit and assess the risks;
- Complete the risk assessment process;
- Apply for approval for the visit;

- Ensure parents are informed and have given consent;
- Ensure emergency and communication arrangements are in place;
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Further guidance can be found in OEAP NG documents 3.4a – 3.4o

3. Procedural requirements

All local, low risk offsite visits taking place wholly within the school day can be covered by blanket consent and do not need to be entered on to EVOLVE.

Approval for all other visits is sought using Evolve and requests must be submitted by the Visit Leader to the EVC for approval within the following timescales:

- Overseas visits – a minimum of 7 weeks before a visit is due to take place
- Residential visits and/or adventurous activities – a minimum of 5 weeks before a visit is due to take place
- Other visits – a minimum of 3 weeks before a visit is due to take place

If it appears these time frames are unlikely to be met for a particular visit, the visit leader must speak to the EVC at the earliest opportunity.

For all types of visit, due regard must be given by all involved in planning a visit to:

- Risk management
- Parental consent
- Information about participant's medical conditions, special needs and conduct
- Emergencies
- Monitoring
- Evaluation

Further guidance can be found in OEAP NG documents 3.1a – 3.1b

4. Monitoring

The Headteacher is responsible for ensuring compliance with this policy and for the monitoring of visits organised by Woodcot Primary School. The EVC is often best placed to carry out routine monitoring. In case of doubt or concern, advice may be obtained from the LA Educational Visits Adviser.

Further Guidance can be found in OEAP NG document 3.2b

5. Induction and training

New members of staff cannot act as a Visit Leader until they have accompanied at least one offsite visit in a deputising capacity and are deemed competent by the EVC.

The EVC will attend training with the LA and follow this up with refresher courses.

Further guidance can be found in OEAP NG document 4.3a

6. Risk Management

Visit leaders must produce a risk management plan (RMP) for all visits and share it with all other adults on the visit. This may be a generic RMP, a specific RMP or a combination of the two. There is a blank RMP template located in the 'resources' folder of EVOLVE as well as examples of generic RMPs for a number of common activities.

The risk assessment process should cover the following aspects of a visit:

- Staffing requirements and ratios
- Group characteristics

- Activities on offer and necessary qualifications/experience
- Transport
- Environmental conditions
- Distance from support mechanisms in place at the home base
- Downtime and handovers
- First Aid requirements
- Emergency procedures

Further guidance can be found in OEAP NG document 4.3c

7. First Aid

On all visits there must be a responsible adult with a good working knowledge of First Aid appropriate to the environment. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision, minimum 2 day award. On residential visits, the Visit Leader must ensure that access to First Aid is available at all times.

Further guidance can be found in OEAP NG document 4.4b

8. Assessing venues and providers

Where possible, visit leaders should visit intended venues. In cases where this is not possible, the Visit Leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Visit Leaders should look for LOtC Quality Badge and AALA Licenses, as holding one of the above is a creditable assurance of appropriate Health and Safety Management Systems.

A visit Provider form can be found in the 'resources' section of EVOVE to support your research into providers that do not hold the above accreditation.

New providers or providers with no track record of visits will require a pre-inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the trip consists of pupils who have additional needs.

9. Volunteers

- All volunteers should have an enhanced DBS if there is opportunity for them to be alone with a child/group of children
- Volunteers should be clear about their role and be made aware of the conduct expected from them while on the trip
- Volunteers should be placed with a member of staff from the school
- Should volunteers be used to lead activities, they must have the correct qualifications subject to the Governing body and/or experience if a qualification is not necessary

10. Emergency procedures and incident reporting

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

- REMAIN CALM – Assess the situation
- Safeguard yourself and then any other uninjured members of the group
- Make sure all other members of the party are:
 1. Accounted for
 2. Safe
 3. Adequately supervised

4. Briefed to ensure that they understand what to do to remain safe
- Delegate Deputy Leaders of possible so you can keep an overview of events and to allow 'concurrent' activity
- Call emergency services as appropriate
- Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 1. Preserve life
 2. Prevent the condition worsening
 3. Promote recovery

Essential First Aid:

- Casualties need to be able to breathe – if they are unconscious this means being put into a safe airways position
- You need to try to find and stop any serious external bleeding
- You need to protect the casualty from the environment – keep them warm
- Monitor their conditions, talk to them, reassure them, hold their hand and provide emotional warmth

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the local authority) Emergency Contact. They will need the following information:
 1. Who you are
 2. Which establishment you are from and what your role is within the group
 3. What number can you be called back on?
 4. What is the nature of the emergency?
 5. How many casualties there are and their status
 6. The total number of people in your party
 7. Your current location
 8. Whether you are staying where you are or moving – if you are moving, where to?
 9. What time did the accident/incident happen?
- Liaise with, and take advice from emergency services if they have attended the scene
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do
- Control communications – prevent group members from using phones or going online unsupervised or until approval is given
- Complete the Group Leader Action Card for accident/serious incident while off site
- Keep a written log of all actions taken, conversations held and a timescale – see appendix
- Complete an accident/near miss report from at the earliest convenience

Visit leaders must carry all emergency information with them during the visit e.g. emergency contact phone numbers, medical information.

Base Contact

The School Base Contact must have immediate access to all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

- In the event of being contacted by the Visit Leader (or other member of staff involved in the visit), the Base Contact will:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required;
- If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention;
- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist

If the incident does involve serious injury or fatality, and/or is likely to attract media attention, the Headteacher or Deputy Headteacher must be contacted immediately. The visit leader must carry the emergency procedure cards with them at all times. These can be located in the 'resources' section of EVOLVE and in the appendix to this document.

11. Behaviour and Safety during the visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. Monitoring of the visit must be on-going and this contributes towards both enjoyment and safety. Pupils are expected to abide by Woodcot Primary School's Behaviour policy when on educational visits or outdoor activities. On residential trips, any pupil whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the Visit Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels etc. Following the visit, the Visit Leader should record any significant issues, for both reference and to inform future visits.

12. Inclusion

Educational visits should be available to all students, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of the Equality Act 2010, the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website (see section 2 above).

13. Insurance

The Visit Leader must ensure that the trip has appropriate insurance cover – check information with the Finance Officer. Insure participants – staff and pupils.

Personal accident insurance cover is required for all potentially hazardous activities and for all trips abroad. Please check providers have £5000000 Public Liability Insurance.

Insurance cover is obtained for visits and activities which:

- Include foreign travel
- Involve potentially hazardous activities

For all other trips, insurance cover depends on the cost of the trip and the nature of the activities. Some cover may be provided through the school's own insurance policy but staff should check with the school Finance Officer and top up as necessary.

Parents are informed in writing of the insurance arrangements.