



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Off-Site Visits Policy

Responsibility: *Marc Shoffren*
GB responsibility: *Learning Committee*
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Policy Development

Change	Responsible	Date
Added in details regarding terrorism and	Learning committee	May 17
Changed responsibilities, form updated	MJS	Dec18
Changes reflecting new guidance and additional sections on responsibilities and inclusion. Also added Volunteer guidance & updates forms (appendices)	MJS	May 19

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Executive summary

A copy of this executive summary is in the staff handbook – any changes to this policy should be reflected there.

Key points:

All trips must be approved by the Off-site Visits Coordinator (currently the Headteacher).
Careful provision must be made for all trips, including health and safety and financial viability checks.
Parental views should be taken into account and permission sought.
Risk assessments must be completed and action taken to minimise risk.
First aid provision must be put in place.
Alternative or backup plans should be considered for each trip, where practical.

Introduction: Aims and Purposes

Alma Primary has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. As the school develops we will organise regular educational activities and visits that take place off the school site and/ or out of school hours, which support learning. These include:

- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (museums, art galleries, environmental activities, theatres and sites of special interest)
- Out of hours clubs
- Inter school team sports, such as football and netball
- Residential visits and activities.

Our educational visits policy and procedures follow guidelines set by out in 'Health and safety on educational visits' DfE (2018) and the HSE guidance 'School trips and outdoor learning activities' (2011). Planning and preparation for visits must be thorough but also reasonable and proportionate. Volume of paperwork is not an indication of intended safe practice.

Requirements for all off-site visits

The procedures outlined in this policy **must be** followed for any off-site visits:

- The school will appoint an off-site visits coordinator. The off-site visits coordinator (OVC) will be the Headteacher.
- Each visit must have been approved by the OVC;
- All Category C visits (higher risk visits) must also be approved by the Headteacher and Chair of Governors in writing, before letters are sent to parents.
- A senior member of staff will act as a focus for good practice on visits, who will check the planning and ensure that a member of staff on the visit has had appropriate training;
- Off site visits **will not** take place if there are no trained staff on the visit.

Policy Statement

Alma Primary school will fully comply with the guidance on best practice for educational trips and visits set out in 'Health and safety: Advice on legal duties and powers' (DfE June 2013) as well as from the HSE and the Outdoor Education Advisors Panel. This includes:

- Identifying and maintaining a trained member of staff;
- Seeking advice and expertise on identifying risk;
- Adopting and following the best practice give by the OEAP

In all instances, these visits are carried out with full regard to:

- Identified and agreed learning objectives
- Health and safety of both staff and pupils
- Opinions of parents and carers
- Economic viability
- Implementation and monitoring.

The OVC will undertake appropriate training including refresher training at least every three years.
Alma Primary School recognises three categories of trip/visit.

- Category A activities – These comprise activities that present no significant risks with no need for the group leader to have training or accreditation

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- Category B activities – Activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location
- Category C activities – Higher risk activities which need initial approval from the Headteacher and Chair of Governors before planning takes place and may require additional support from an outdoor education adviser.

Category A and B visits will be approved by the OVC; Category C visits will require the additional approval of the Headteacher and Chair/Joint-Chairs of Governors. Approval will follow an established protocol (see below).

Responsibilities

Governors are responsible for:

- Implementing, reviewing and revising this policy on a regular basis,
- Ensuring educational trips and visits positively impact on children's' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of children when partaking in extra-curricular trips and activities.
- Handling complaints regarding this policy
- Ensuring that advice is sought for Category C visits.

The Headteacher is responsible for the day-to-day implementation and management of this policy, ensuring that this policy is followed including appointing an OVC (if they do not take this role).

The OVC is responsible for: providing advice on trips and visits to educational establishments, ensuring the provision of adequate training for leaders, advising on Category C visits.

While children are on a trip, the designated leader in charge is in '**In loco parentis**', meaning that the group leader of a trip or educational visit has a duty of care over the children in place of a parent. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip, including a risk assessment, with the headteacher.
- Informing parents of the proposed extra-curricular trip or activity at least three weeks in advance of the trip.
- Sending and chasing up any permission slips that have not been returned prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The HSE guidance requires that all staff and volunteers on off-site visits will act responsibly by:

- Putting sensible precautions in place, and making sure these work in practice;
- Knowing when and how to apply contingency plans where they are necessary;
- Heeding advice and warnings from others, e.g. those with local knowledge or specialist expertise.

Procedures at Alma Primary

Staffing structure and approval responsibilities:

- Staff planning a visit must complete relevant risk assessments at least three weeks prior to the trip, to ensure they have considered potential problems and make arrangements to overcome these (see below);
- All school trip forms (see appendix A) are completed initially by the trip leader and then passed to the school administrator for completion and approval by the OVC/Headteacher, and Chair of Governors (Category C visits only);
- The lead teacher for each visit is expected to conduct a pre-visit, to ensure that they have good knowledge of facilities, emergency exits and transportation access;
- Category A visits can be approved by the OVC (currently the Headteacher);
- Category B can only be approved by the Headteacher;
- Category C visits must be approved by the Headteacher and the Chair of Governors;
- It is the responsibility of the trip leader to ensure that all information contained in the notification forms is correct and that these forms are given to the OVC in good time;

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- It is the responsibility of the admin team to ensure that the Checklist for a School Trip is completed. It is also the responsibility of the trip leader to verify or complete any actions on the list, at the request of the admin team.
- Trip leaders will message or phone the school office when the children have safely arrived at the venue and prior to returning from a trip or visit to confirm expected time of arrival.

Training

All staff must be made aware of procedures to follow when planning and undertaking a visit off school grounds.

Risk assessments

In considering risk, there are four levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by the school's generic self assessment.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.
- Individual - any individual students who may be at risk due to behavioural / medical conditions should be considered and extraordinary provision made to accommodate them safely on a visit.

Generic risk assessments for a wide variety of activities are available from the OVC. These generic risk assessments will be made specific to the visit and used on the trip as guidance for all staff accompanying the visit. The OVC will explore and document any individual, on-going or event specific risks with the trip leader.

Children, especially older pupils, should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness which is an essential life skill as well as a safety issue.

In particular risk assessments are required to identify procedures to put in place in the event of a terrorist attack or similar issue, in order to ensure children's safety and wellbeing.

Inclusion

The school promotes values of equality and does not discriminate against any individual or group of children when organising a trip. The school will do everything in its power to ensure that all children are given an opportunity to participate in school trips, by making reasonable adjustments, increasing ratios or finding a venue which can cater for all children.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for relevant families.

Where possible, children will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

Transportation

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and adults must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Only members of staff who have received specific educational minibus training may drive pupils in a minibus. Before using the vehicle, the driver must complete a checklist and report any defects to the headteacher. Additional checks should be made for longer journeys by the member of SMT with responsibility for the minibus.

If any pupils are to travel by car, parents must give specific written permission and the driver must complete relevant paperwork in advance. This is also relevant to sports fixtures, and applies to both staff and parents' cars. Documentation on this must be renewed every academic year.

Parental Consent and Opinion

Alma Primary aims to take into account the wishes of parents (carers and legal guardians) regarding school visits. The results will inform policy and procedure, particularly regarding modes of transport and undesirable locations. Parental opinion is one of the criteria the Headteacher will consider when determining whether to approve a proposed school visit.

Written permission will be sought from parents for each pupil prior to each school visit and permission must be given in order for each pupil to take part in the school visit. Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis. Communication with parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision

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arrangements and the transport arrangements. Details of other incidental activities should also be included, together with back up plans, if appropriate. This communication, whether electronic or paper, should also state the cost of the visit per child.

As part of the school's environmental procedures, trips and off-site visits can all be authorised electronically, using the school's cash-less pay system, or from an authorised email.

Reply slips or electronic consent should typically read:

"I give permission for my child to take part in [activity] on [date]. I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of performances and sports events, this should read:

"My child is able to participate in [event] on [date]. I have read and understand the information about the event, and give permission for my child to take part."

In those instances where parents do not provide written or electronic permission, that child will not be allowed to attend the school visit, but will remain in school for the day.

First aid provision

Alma Primary will ensure adequate first aid provision for off-site visits. This includes:

- A suitably stocked first aid container
- Information for employees on first aid arrangements
- An appointed person to take charge of first aid arrangements who
 - Takes charge when someone is injured or becomes ill
 - Looks after the first aid equipment for example, restocking the first aid container
 - Ensures that an ambulance or other professional medical help is summoned when appropriate

Administering medication when on a school visit

- There is no requirement to administer medication – staff undertake this with goodwill, and should follow guidance in the school's First aid and Illness Policy, and Medication Policy. A member of staff accompanying the students will take responsibility for this.
- Prescribed medicines must be in the box that they originally came in with the prescribed dosage and students name clearly labelled and handed in to staff before embarking. Parents must complete the school medications form in advance of an off-site visit to say that they have handed this medication to the member of staff.
- Any invasive procedures cannot be carried out by school staff and parents should contact school as soon as possible if their child needs this provision and wishes to go on a visit.
- Any non-prescription medicines must also be in clearly named containers and handed in to staff before departure. Parents must also sign to say that they have handed these over.
- Every time the designated member of staff administers any medication it should be recorded on the relevant sheet and witnessed

Insurance

The OVC will ensure that appropriate insurance is in place for each trip, ensuring that this covers most eventualities. In the event that this includes additional cost, this will be included in the costing for the activity.

Hospitalisation or need to see a medical professional

If a child needs professional medical attention whilst away they will be accompanied by an adult member of staff (who will all have been DBS checked). Preferably this adult will be of the same gender as the child but if this is not possible then an adult of the opposite gender will remain with them.

Emergency Procedure During Off-Site Visits Including Residential Activities

If a critical incident occurs during a visit the group leader will contact the designated member of the leadership team who will then make the necessary arrangements to contact parents.

For visits that take place in school time, the office and OVC will hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the designated school contacts must also hold this information or be able to access it quickly

Alternative plans

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Despite the most detailed and careful 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 booking. Not having a back-up plan is a common cause of accidents. To avoid having to make important decisions under pressure, it is important that some advanced thinking and alternate or 'back-up' planning is considered to cater for any foreseeable eventuality, where practical. These will normally be listed in the risk assessment for the trip. If no practical alternatives are available, it may be necessary to cancel trips where there are significant transportation, security or similar issues.

Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the OVC of any aspects to be considered in future planning.

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Appendix 1: Alma Primary Proposed Visit Form

Trip Details – to be completed by **Trip Leader**

Trip Leader				Year group	
Venue					
Day & date of trip	If your trip requires a packed lunch it cannot be on a Monday			Expected departure & return time	
Purpose of visit and specific educational objectives			Details of the programme of activities		
Names of attending staff				First Aider	
Number of parent helpers required		Adult / Child Ratio		Method of transport & route	
Entrance Fee	Children: Adults:			Additional Cost Workshops/Tours	
Give details of any music/PE or other sessions you have on the day of this trip which may need cancelling					

Risk Assessment

All trips require a full risk assessment before final sign off by the Headteacher.

Trip leader I confirm that I have read the school Off Site Visits policy and that I have the necessary planning in place including a back-up plan in the event that problems occur whilst on this trip. Signature _____ Date _____
--

Finance Office – to be completed by **Admin Team**

Transport & Cost	(tube travel booked 2 weeks in advance)		Parking	
Additional Costs inc other refreshments (details)				
Total expected expenditure				
Subsidy i.e. from school or other organisation		Voluntary contribution required per child <small>(costs – subsidies)/no children attending</small>		
No PP children		Total expected income <small>(ex PP)</small>		Allocation from PP £

Authorisation - bookings are not to be confirmed or letters sent to parents without both signatures

Headteacher giving initial approval for date and focus of this trip together with order form should the school be required to subsidise part of the trip: Signature _____ Date _____
--

Final sign-off – at least 1 week before (where necessary documents to be attached)

Confirmations (tick when complete)

Venue booking		Parental Consent		Full timetable & plan	
Travel booking		CST notification		Additional Insurance requirements	
Income confirmation		Risk Assessment			

Headteacher Signature _____

Date _____

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Appendix 2: Alma Checklist for a School Trip

Actions to be taken on headteacher 'go ahead'	Complete?
Date, staffing and principle costs approved by SBM & Headteacher	
Insurance arranged if necessary	
Book transport	
Book venue/check if venue already booked by trip leader	
CST informed	
Added to diary and all staff invited	
Kitchen informed & date for sandwich orders agreed	
Generic Risk Assessment Form sent to trip leader	
Email information, consent form and volunteer request to parents	
Order form completed	
First aid trained member of staff allocated to trip	
Further actions to be taken	Complete?
Parent Volunteers selected and confirmed	
Security provision organised	
Back-up plan in place	
Cancellations or rearrangements of other activities/staff i.e. lunchtime clubs, afterschool clubs, volunteer staff, external providers	
Risk assessment form completed and passed by Headteacher along with any event specific, on-going or risk assessments for specific individuals	
Children & volunteer sandwich orders collected and given to kitchen together with name labels	
Venue & transport confirmed and tickets arrived if applicable	
Payments & parental consent completed	
Additional snacks and drinks organised as required	
Cash float arranged if necessary	
Mobile Phone charged and credited	
Teacher Pack – to print and/or prepare at least 1 day before	Complete?
Volunteer guidance documents for briefing	
Medical list and all medication prepared	
First aid bag checked	
Emergency Contact List (contact 1 & 2 only) – volunteers highlighted	
Emergency numbers card – to give to staff and volunteers	
Confirmations and tickets	
School info labels for children	
Mobile phone	
Cash float (if applicable)	
Sandwich list	
Changes of clothes, wipes, tissues (if applicable)	
On the day	Complete?
Teacher pack	
Food & drink	
On return	Complete?
Visit evaluation form complete	

Appendix 3: Guidance for Volunteers on School Visits

Thank you for offering to be a volunteer helper. School trips are an essential element of learning at Alma Primary and you have an important role to play in the success and safety of this school trip.

Please read this agreement, then sign and return to the school office. This is part of our school's risk assessment, planning and safeguarding arrangements and must be returned before the trip, usually at the briefing by your trip leader.

Expectations of the Volunteer Helper

During an off-site visit we expect all volunteer helpers to:

- Take responsibility and care for, in equal measure, all of the pupils in your group under the instruction of the trip leader;
- Follow guidance from the trip leader and school staff at all times;
- Stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school visit;
- Ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- Contact the trip leader and/or your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour;
- Comply with all of the above whilst being under the direct supervision of school staff;
- Encourage pupils to think about the task and help to explain the areas of interest;
- Treat any information you may hear about children as confidential and do not discuss or disclose this to other parents/carers or anyone outside of school;
- Encourage children to be responsible for themselves and their possessions, as well as to move about calmly and sensibly;
- Show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that allow children on the visit to observe and 'discover' for themselves, encouraging them to talk about the things that they have seen and experienced;
- Promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!

Please do not

- Give/buy your group treats e.g. ice creams, sweets etc before, during or after the school trip;
- Use mobile phones whilst on the visit to make or answer personal calls; we appreciate you carrying a mobile in order to be able to contact school staff on the visit;
- Take photographs of pupils on personal devices, unless explicitly asked to do so by the visit leader;
- Bring additional children e.g. siblings or children on the school trip without prior agreement;
- Insist that children write or draw, unless this has been specified by the visit leader or class teacher;
- Smoke, drink alcohol or engage in any illegal practices whilst undertaking volunteer duties.

First Aid

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/ carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.
- All other medicines and first aid equipment will be carried by staff.

Travel and transport

- When on a coach, please support staff in encouraging high standards of behaviour and ensuring every child is included (e.g. sitting with another child);
- When using public transport (tube or bus) please ensure children are seated at all times. If seats are unavailable, please keep your children standing together close to you;
- When walking along a road, please ensure you keep children walking at a swift pace and maintain a safe distance from any moving traffic;
- When crossing a road, please be alert for traffic and be prepared to stop traffic in order to allow children to cross safely;
- If you have become separated from the rest of the school party, please call the emergency number on this

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agreement.

Child Protection

- At Alma Primary we take the protection of children very seriously. If you have any concerns about protection of children during or following the visit, please contact the designated child protection lead, Marc Shoffren or one of the deputy leads, Jodi Rickless or Sammy Rosehill.
- Unless you have a DBS certificate obtained directly via the school you are not permitted to escort children to the toilet. Parent helpers will be assisted by staff members for this purpose.

Food

For trips requiring packed lunches or snacks, parent volunteers will be required to bring their own (please note that this is a change from previous years).

Food taken on any trip **must abide** by the following rules:

- **NO MEAT or SHELLFISH**
- **NO PEANUTS OR ANY OTHER NUTS;**
- Food must **NOT** be shared with children, even your own.

The above rules have been set out for the purposes of complying with the school's ethos and to ensure the safety of all children especially those with allergies or other medical conditions. Any volunteer failing to abide by the above rules will no longer be able to attend future trips.

Agreement for Volunteers

- I have read the Guidance for Volunteers on School Visits and I agree to abide by the expectations of volunteer helpers including the rules relating to food.
- I will support the children in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about children as confidential and will not discuss or disclose it out of school.

Name:	
Parent/Carer of:	
Relationship to child:	
Signed:	
Date:	