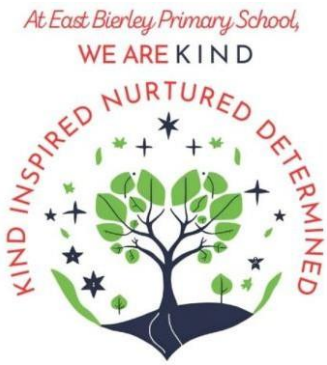
East Bierley CE (VC) Primary School

Offsite Visit Policy

Reviewed by: Victoria Meek, Head Teacher
Approved by Governors:



Our vision:
To be a vibrant and inclusive Christian School where everybody is known, valued and inspired to reach their full potential. We nurture curiosity, creativity and a love of learning, equipping our pupils with knowledge, skills and character to flourish in an ever-changing world.

Friendship, Courage, Kindness, Respect, Forgiveness, Faith

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1. Purpose

East Bierley CE Primary School recognises the value of off-site educational visits in achieving high quality learning outcomes for young people. This Policy summarises how the school ensures that off-site educational visits are delivered safely and achieve the best possible learning outcomes.

2. Definition

An educational off-site visit is defined as any organised activity or visit where pupils and staff leave the sites geographical boundaries. Offsite visits can be routine or occasional, take place both in and out of school hours, and carry different levels of risk.

3. Sources of Further Information

The school operates under the **Kirklees Council Guidance for Outdoor Learning, Off-Site Visits and Adventurous Activities**, and as such, adopts the principles of this guidance document (which is available on **Evolve** in the Resources section).

The school operates within the parameters of **National Guidance** for off-site visits, written by the Outdoor Education Advisors Panel (OEAP).

4. Roles and Responsibilities

The roles involved in the delivery of an offsite visit are listed below. The responsibilities for each role can be found on the **OEAP Website** by searching the role name.

- Visit Leader
- Assistant Visit Leader
- Educational Visits Co-Ordinator (EVC)
- Head Teacher/Manager
- Employer
- Governors
- Local Authority Officer

The school EVC has oversight of staff role competence and when necessary, ensures that staff receive appropriate training and are given opportunities to gain knowledge and experience by leading visits with support from a more experienced visit leader, etc.

5. Visit Planning, Delivery, Monitoring and Evaluation

Any staff member planning an off-site visit should obtain outlaying approval from the Head Teacher for the visit to take place, in advance of any bookings. The Visit Leader should plan all elements of the visit, which include, but are not limited to:

- Arranging the itinerary and logistics.
- Choosing safe and competent third-party activity, transport, and accommodation providers.
- Completing risk assessments and mitigating risks so far as is reasonably practicable.
- Liaising with parents and carers and obtaining consent.
- Planning for emergencies (inc. first aid).

A full visit planning checklist is available on the **OEAP website**.

It may be appropriate for the visit leader to involve others in the visit planning, such as the Assistant Visit Leader, the EVC and the Head Teacher.

All offsite visits should be planned on the **Evolve** website, and all documents, including documents used in the planning, delivery and following visits (such as accident forms) should be uploaded to the visit form to ensure documents can be accessed in future.

The school should periodically monitor the delivery of school and provider led aspects of visits to ensure that risk assessments and other controls are adhered to, and to ensure that visits are achieving their intended learning outcomes. The EVC is responsible for ensuring that aspects of visits are periodically monitored.

To measure whether visits achieved their intended learning outcomes, the Visit Leader is responsible for ensuring that visits are evaluated. The Visit Leader may choose to conduct an evaluation with just the staff team on the visit, or with both the staff team and pupils. The learning from evaluations should be shared with other school staff involved in visits to improve the quality of future visits.

6. Transport

The school will use a variety of transport methods on visits, which may include coach, bus, train, walking on foot and taxi. The Visit Leader is responsible for ensuring that transport providers are safe and competent. The Visit Leader should consider the following when booking and travelling on transport:

- Supervision of children and young people on the transport.
- The reputation of the transport operator (Note: an approved list of Kirklees Council transport providers is available on **Evolve** in the resources section.
- The level of qualification of drivers and operators (for example, the type of licence, the number of penalty points and further advanced training qualifications completed).
- The provider's insurance arrangements.
- The condition of the vehicle (for example, tax and MOT status and the level of servicing and maintenance).
- The availability of seats and seat belts, and seating arrangements.
- Ensuring children and young people know what is expected of them.
- Ensuring that drivers and operators comply with legislation regarding the frequency and duration of periods of rest.
- Travel sickness, medication, and first aid.
- The availability of toilet facilities and/or the health and safety implications of stopping at service stations, etc.
- Accessibility needs of children and young people, and staff.
- Regular head counts.
- The availability and use of safety features (for example seat belts and life jackets).
- Disembarking from transport onto the road or land.
- The completion of logged safety checks prior to using the vehicle.
- Emergency procedures, emergency exits and rendezvous points.
- The security of travel documents (for example travel tickets, passports, etc.).
- The need for DBS certifications from drivers.

On rare occasions children maybe transported using staff vehicles. When staff vehicles are used consent from parents will always be needed. The vehicles used will be in road worthy condition and hold a valid MOT certificate. The driver of the vehicle will have been deemed competent by a member of SLT and hold a full and valid UK Driving licence. The vehicles used will be fully insured personally and covered by Schools additional insurance policy.

7. First Aid

The Visit Leader should assess the first aid requirements for each visit. They should consider the first aid requirements and availability from both the staff team on the visits, and transport, accommodation, and activity providers.

Records of staff first aid training should be maintained, and the EVC is mindful of certificate expiry dates and requirements of legislation and any national governing bodies.
Note: Training/qualifications such as first aid certification should be added to staff profiles on Evolve.

Any medication required during a visit is administered in accordance with the Kirklees Medical Needs Policy.

8. Visit Types and Approval

The table below lists the three types of visits, and the approval chain.

Visit Type	Further Information	Approval Chain
Local area visit[1]	A visit that takes place within a 3km radius from school, or within postcode area BD4. Visits may include visits to the local swimming pool, church, or library.	1. Visit Leader 2. EVC
Lower risk visit	A visit that does not include an adventurous activity, and/or is not a residential, and/or does not take place overseas. Adventurous activities are listed in the **Kirklees Council Guidance for Outdoor Learning, Off-Site Visits and Adventurous Activities** (available in the Resources section of Evolve).	1. Visit Leader 2. EVC 3. Head Teacher
Higher risk visit	A visit that includes an adventurous activity, and/or or is a residential, and/or takes place overseas. Adventurous activities are listed in the **Kirklees Council Guidance for Outdoor Learning, Off-Site Visits and Adventurous Activities** (available in the Resources section of Evolve).	1. Visit Leader 2. EVC 3. Head Teacher 4. Local Authority

9. Accident and Emergency Management

The school has an Emergency Plan, which includes the emergency procedures for off-site visits. The school emergency plan is tested regularly and updated to include learning from tests and real activations.

Where the school's emergency procedures are overwhelmed, or when there has been a serious incident or fatality, or when an incident is likely to attract significant media attention, the school will seek assistance from the Local Authority Emergency Planning Team.

All accidents that occur on off-site visits are record in the schools and providers First Aid logs. If deemed necessary and Serious Incident Review will be completed by SLT.

[1] See Appendix A

10. Parent/Carer Consent

Activities that take place within the schools geographical boundaries, that are part of normal curriculum, and take place within the schools normal operational learning time do not require parent/carer consent.

For routine off-site visits, the school obtains consent annually from parents/carers via the ARBOR APP.

For all other visits, the school obtains visit specific consent via paper or electronic forms, or via email. To ensure that parents and carers are fully informed of the visit prior to giving consent, the school makes information available via letters, email and for some higher risk visits, in person briefings and meeting.

11. Inclusion and Dismissal of Pupils When on Visits

The school will make reasonable effort to ensure that all pupils are able to take part in visits and achieve the same educational outcomes through reasonable adaptation of activities. In circumstances where the school is unable to accommodate a pupil(s) on a visit due to additional needs, the pupils' parents/carers will be contacted and the rationale discussed, and ideally mutually agreed via signatures from both parties.

In advance of visits, pupils will be reminded how they should conduct themselves and the implications of breaching rules. Where rules are breached, the Visit Leader can dismiss pupils from the visit. When a pupil is dismissed from a visit, parents/carers will be contacted and arrangements will be put in place to ensure that the pupil is safely transferred from the visit to their parent/carer.

12. Insurance

Provide detail on the schools insurance arrangements for offsite visits, and the minimum public liability amounts that you expect providers to hold.

13. Charging for Visits

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

14. Risk Assessments, Safeguarding and Supervision

Risk assessments will be in place for all aspects of offsite visits. For aspects of the visit that the school is responsible for, the Visit Leader should lead on the completion of risk assessments in collaboration with other appropriate staff. The Visit Leader will also ensure that adequate risk assessments are in place for aspects of the visit led by providers. For some visits, pupil specific risk assessments may be required. These risk assessments will be written by the Visit Leader, in collaboration with support staff, and parents and carers where necessary. All risk assessments will be shared with staff attending visits in advance of any visits.

During some visits, dynamic risk assessments may be required to respond to emergencies and developing situations. The staff team on visits should consult to decide on the best courses of action, and when possible, decisions, rational and actions should be logged.

As part of the risk assessment process, consideration should be given to ensuring adequate supervision is in place. There are several factors that will determine the level of supervision required, including the nature and duration of the visit, the environment, the nature of the group, staff competence and the risk of one or more supervising staff on the visit becoming indisposed through illness or injury. A useful framework for assessing the requirements of several aspects of a visit (including supervision, First Aid, etc.) is STAGED:

S – Staffing: How qualified, experienced, and competent are staff attending the visit?
T – Timing: What time of day is the visit taking place? Is it during the school day or does it include evening/overnight/weekends?
A – Activities: What activities will be undertaken on the visit?
G – Group: What are the needs of the group with regards to behaviour, SEND, ability, experience, etc.?
E – Environment: What environments will the visit take place in? Consideration should be given to indoors/outdoors, hot weather/cold weather, rural area/urban area, bodies of water, the presence of members of the public not associated with the visit, etc.
D – Distance: How far from the school or academy is the visit taking place? Local, regional or abroad?

Minimum supervision ratios are mandatory for children in the early years foundation stage, and these can be found in the Statutory Framework for the Early Years Foundation Stage.

15. Alcohol and Drugs

State your school rules around the consumption of alcohol on visits. Some schools have blanket bans, but others permit a small amount such as a glass of wine with a meal on residentials, so long as at least one member of staff has no alcohol and can drive, etc.

Under no circumstances are recreational drugs permitted on visits, but prescription drugs used by staff and pupils should be declared in advance of a visit to ensure that any side effects of the drugs (i.e. drowsiness, etc.) can be assessed and arrangements can be put in place to risk assess the side effects, and keep medication safe.

16. Data Protection

Almost all off-site visits will involve the processing of personal data. The term processing includes the collection, recording, storing, adapting, retrieving, consulting, using, disclosing, and deleting of personal data. Personal data may include, but is not limited to emergency contact details, medical and dietary information, care plans and information about the attitude or behaviour of an individual.

All data will be processed in accordance with the Data Protection Act (2018), which includes the General Data Protection Regulation (GDPR).

For some visits, personal data will need to be shared with providers that are not affiliated with the school. Where this occurs, the Visit Leader should obtain assurances that the provider is compliant with the Data Protection Act (2018) in advance of any sharing.

Appendix A: Local Area Visits Policy

These are visits that involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

- must be recorded on EVOLVE via the 'Local Area Visit' module. *(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office).*
- do not require parental consent. *(State if there are any situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home).*
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below). However, a generic risk assessment should be considered and upload to the trip on Evolve.

Boundaries:

The following areas are considered within the boundary of a local area visit:

- East Bierley Community Sports Pitch
- St Pauls Church
- Use of East Bierley Moor and land adjacent to school
- East Bierley Park
- Tong High School and Swimming Pool
-

No go areas within these boundaries are:

- The former Yorkshire Martyrs site.
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Local Area Visit Approval:

Once on the Evolve System, approval is not required by the educational visits coordinator.