

# Costessey Primary School

## Educational (Offsite) Visits Policy

Costessey Primary School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits' [www.oeapeg.info](http://www.oeapeg.info) and as outlined on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### Aims and purposes of Offsite Visits

The school/centre has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and occasionally 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)
- Sporting activities
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Adventurous Activities

### Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Prior to making any arrangements a visit must be discussed with the Headteacher. This discussion will include educational objectives for the visit, possible dates and potential costs. Once the Head teacher/ EVC has agreed to approve the initial plan, the Visit Leader will make arrangements and complete the risk assessments. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

[www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

Level 1 Local regular day visits this establishment has chosen to: Use Evolve to record & approve all these visits,

**Level 3** = Overseas, Residential or Adventurous visits

**Level 2** = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

**Level 1** = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

## **Staffing**

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 offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and 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 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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

## **Risk Assessment**

The Visit Leader will seek to identify any significant 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. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

## **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 give consent at the beginning of each school year for local visits to take place. However, parents will be told where their child will be at all times and of any extra information or 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.

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

### **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.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, 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 contact, 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.

### **Review by the Local Authority**

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

### **Charging for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours.

For further information please see the school Charging Policy.

## **Equality**

All children will be given the opportunity to take part in visits and activities and wherever necessary appropriate adjustments will be made to enable them to do so. (see Single Equalities Scheme including Equal Opportunities)

## **Monitoring**

Educational visits will be monitored by the Headteacher and /or Educational Visits Co-ordinator. The Premises/Health & Safety committee of the Governing Body receive reports on visits and monitor the use of Evolve as part of their annual management cycle. The impact of children's learning will be monitored by lesson plans and feedback following visits.

## **Policy Review**

This policy will be reviewed in September 2025

Policy agreed by the Governing Body: \_\_\_\_\_ Date: \_\_\_\_\_

# **Appendix 1**

## **Guidelines for planning a visit**

### **Preparation - Please read this information in advance of your trip and check off the points.**

#### **THINK AHEAD**

- Start planning early, with clear responsibilities.
- Have clear aims and expectations about the visit.
- Pre visit by teacher in order to carry out a risk assessment. This must be discussed with the EVC/Head before booking any visit
- Do curriculum preparation in order to make the most of the visit

#### **ORGANISE EARLY**

- Book venue, agree date, check realistic transport times, opening and tide times etc
- Submit Evolve application to Head/EVC
- Ask School Secretary to find transport costs /book transport. She will check insurance and that seatbelts are suitable for the age of the children
- Check dates and times sent by coach company before confirming ( these must be signed off by the Headteacher)

- ❑ Send letters to parents using agreed format - pupils will not be taken unless written permission is obtained. Consent must be gained for emergency medical action as part of permission slip. Letters must be checked by EVC before being sent out.
- ❑ Inform school kitchen about lunch arrangements
- ❑ Prepare pupils -all children need a pre trip talk about safety & behaviour
- ❑ Fill in emergency contact information – medical details and contact phone number for every child **and** adult

#### ADULT HELPERS

- ❑ All helpers who lead groups will be adults who have DBS clearance. Other adults who have List 99 clearance may assist but not be left in sole charge of a group or any child
- ❑ One named teacher will be in overall charge
- ❑ One named adult holding a current First Aid certificate will be in charge of any medical emergencies.
- ❑ Organise a pre trip talk with adult helpers. Go through the Risk Assessment with them and itinerary for the day. All accompanying adults should sign the risk assessment. Be clear about expectations of adults
- ❑ Keep groups to 1 adult to 5 / 6 pupils Years 1,2; 1 adult to 4 pupils Year R – this is the **minimum** recommendation
- ❑ Children requiring extra supervision should be with school staff.
- ❑ If possible take a floater and/or a responsible adult in a car insured to take a pupil in an emergency

#### TO TAKE

- ❑ A First Aid box and preventative medication (other medicines should NOT be taken)
- ❑ Sani-dry, buckets, bowls, paper towels, carrier bags etc
- ❑ Labels for children if not wearing uniform - school name NOT child's name.
- ❑ Spare clothing, spare lunches, water, money
- ❑ Charged mobile phone and contact lists
- ❑ Group lists, schedule for day

#### TRANSPORT NOTES

- No child will be allowed to sit on the front seat, the middle back seat of any coach, or next to emergency exit doors
- Always count children on and off coaches.
- Adult helpers should be seated throughout the coach to ensure proper supervision.
- All children will have their seat belts on at all times when the coach is moving. Adult helpers to check all seat belts are secure before the coach pulls away.
- No child will be transported in any vehicle that is not properly insured.

#### PLEASE NOTE

All children are expected to take part in school educational visits unless medically exempt. If any parent/carer does not wish their child to go on a particular trip for any reason, please refer them to the Headteacher

Such children will be expected to attend school on the day of the trip as the educational visit is part of the school's offered curriculum.