Ferring CE Primary School		
Policy:	**Educational Visits and Offsite Activities**	
Policy date:	Autumn 2025	
Review date:	Autumn 2026	
Person responsible	Headteacher & Governing Body	

Safeguarding

Safeguarding remains paramount during all educational visits. All visits will be planned and delivered in accordance with Keeping Children Safe in Education, Working Together to Safeguard Children and the school's Child Protection and Safeguarding Policy.

The school is committed to ensuring that educational visits are accessible and inclusive. Reasonable adjustments will be made where possible to enable disabled pupils and pupils with SEND to participate fully.

1. Introduction

1.1 Off site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

1.2 In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

1.3 The Educational Visits Coordinator (EVC) is the Headteacher.

2. Aims and Objectives

2.1 The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experience for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

3. Curriculum Links

3.1 For each subject in the curriculum, there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the local authority:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra curricular activities, local schools' orchestra, concerts for parents/carers to attend;
- Design and technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools etc.;
- RE – visits to local centres of worship, visits by local clergy;
- PSHCE – visit to the Fire Station or an old people's residential home, visits by local police officers and health workers.

4. Residential Activities

4.1 Children in Year 6 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents/carers in receipt of specified state benefits are exempt from payment.

4.2 The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the local authority. We provide qualified instructors for all specialist activities that we undertake.

5. How visits may be authorised

5.1 The Headteacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

5.2 The school's EVC will be involved in the planning and management of off site visits. They will:

- Ensure that the risk assessments are completed.
- Support the Headteacher and governing body in their decisions on approval.
- Assign competent staff to lead and help with trips.
- Organise related staff training.
- Ensure that appropriate safeguarding arrangements are in place and that adults undertaking regulated activity have appropriate enhanced DBS clearance in accordance with Keeping Children Safe in Education. Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits, and ensure that there are regular generic assessments of the risks (eg. road crossing) where there are frequent visits to local venues (eg. St. Andrew's Church).

Staff arranging or otherwise involved in off site activities must familiarise themselves with the regulations, advice and procedures published by the local authority (and available from the school office). All off site activities must take place in accordance with the local authority's instructions.

5.3 Where staff are proposing to arrange an off site activity, they must seek and obtain the approval of the Headteacher ***before*** any commitment is made on behalf of the school (see Appendix 1). A comprehensive visit plan (Appendix 2) should be provided by the member of staff to allow for an informed decision to be made.

5.4 An Evolve form must be completed online by the Bursar for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. It will need to be approved by the Headteacher and submitted to the Local Authority **one month in advance and certainly before becoming financially committed.**

5.5 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Headteacher will seek the approval of the governing body and the local authority before permitting the activity to take place.

5.6 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents/carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustment will be included in the risk assessment.

6. Risk Assessment

6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit (see Appendix 3) and handed to the EVC (who is the Headteacher) ***at least 10 days before the school trip***. It will assess the risks which might be encountered on the visit, and will indicate measure to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
  - emergency contacts
  - critical incident procedures

Individual healthcare plans, allergies, medication and emergency procedures will be considered during visit planning.

6.2 Leaders will gather sufficient information to enable effective planning and risk management. This may include a preliminary visit where appropriate.. If this is not possible, then the reason why must be discussed with the Headteacher at the earliest opportunity to decide whether the

trip will still go ahead. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or is s/he lacks the skills required to make informed judgements about the risks it may involve. The local authority will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

6.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

6.4 Staffing arrangements will be determined through the risk management process and will take account of the age, needs and abilities of pupils, the nature of the activity and the environment.

Suggested minimum ratios:

- 1 adult to 10 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to 3 pupils in Early Years.

Any trip will require a minimum of two adults. However, you must consider the needs of all children in the group/class and it may be necessary to increase supervision for some individuals.

6.5 A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- The provision and required use of seat belts;
- Proper vetting of the driver by the police;
- Proper insurance for the driver;
- Details of first aid and emergency equipment;
- Breakdown procedures.

6.6 The group leader will double-check that all adults helping to supervise the trip have been subject to enhanced Disclosure and Barring Service (DBS) checks (see 5.2 above).
6.7 A copy of the completed risk assessment will be given to the Headteacher, the local authority, our EVC, and all the adults supervising the trip.

7. Transport

7.1 The costing of off site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments that the school has opted to pay for.

7.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

7.3 Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double checking that each driver has been subject to the normal enhanced Disclosure and Barring Service (DBS) checks (see 5.2 above).

7.4 We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

8. Communication with Parents/Carers

8.1 The parents/carers of children taking part in an off site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved in any off site activities. (Appendix 4.)

8.2 Funding for off site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits), with a limited subsidy from the school budget. This must be made clear to parents/carers in all correspondence about an educational visit at the planning stage.

8.3 No child may be excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution. Parents/carers will be informed of this principle through the school prospectus and letters sent home about intended visits.

8.4 The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

9. Further Health and Safety Considerations

9.1 All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided.

9.2 All adult helpers accompanying the party must complete an emergency Staff & Volunteers Personal Details form (Appendix 10) and hand it in advance of the trip to the person who will be responsible for first aid.

9.2 Before a party leaves school, the school office should be provided with a list of everyone – children and adults – travelling with the party, together with a programme and timetable for the activity. (See 'School Trip Checklist' – Appendix 9.)

9.3 The safety of the party, and especially the children, is of paramount importance. During the activity, the group leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

9.4 Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Headteacher the possibility of excluding that child from the activity.

9.5 More detailed guidance on procedures and requirements can be obtained from the local authority's Off Site & Hazardous Activities File held in the Headteacher's office.

10. **Group Leaders' Planning**

10.1 Group leaders must read thoroughly the appropriate guidance for off site activities:

- "Health & Safety on Educational Visits" – Department for Education – published 26 November 2018;
- Reference to OEAP website and resources (Outdoor Education Activities Panel)

They must consult the local authority's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms, where appropriate) the arrangements that have been made.

11. **Visit Plan**

11.1 The Visit Plan for intended educational visits must include the following:

- Risk assessment;
- Report on preliminary visit;
- Applications for approval of visit;
- General information;
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule;
- Accommodation plan (if applicable);
- Full plan of activities;
- Fire precautions and evacuation procedures;

- General communications information;
- Guidance for group leaders;
- Guidance for the emergency contact and Headteacher;
- Medical questionnaire returns;
- First aid boxes.

After the visit, the Off Site Educational Visit Evaluation (Appendix 5) must be completed within 7 days and given to the EVC.

12. **Monitoring and Review**

12.1 This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

12.2 Personal information gathered for educational visits will be processed in accordance with UK GDPR and the Data Protection Act 2018.

The following packs should be used for off site visits/activities as appropriate:

Pack A Local activities where transport is not required
Pack B Day visits in the UK
Pack C Residential visits in the UK

List of Appendices:

Appendix 1	Off-site educational visits event/activity initial request form
Appendix 2	Planning checklist for learning outside the classroom (Evolve form)
Appendix 3	Risk assessment form for off-site activities
Appendix 4	Parent's consent form
Appendix 5	Example of accommodation list for residential visit
Appendix 6	Residential visit – meetings with the parents/carers and/or children – possible outline agendas
Appendix 7	School trip checklist
Appendix 8	Staff & Volunteers Personal Details form
Appendix 9	Expectations of Volunteers

Appendix 10 Health & Safety advice on legal duties and powers