



Policy Number	<b>039</b>	Issue	<b>001</b>
Policy Title	<b>Off Site Visits Policy</b>		
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Accepted By Full Governing Body	19 <sup>th</sup> Oct 2016		
Next Review Date	19 <sup>th</sup> Oct 2018		
Author	Responsible Committee		Finance And Resources

**Policies To Be Read In Conjunction:-**

Child Protection  
Health and Safety  
Charging Policy

1. When considering an off-site visit staff should discuss the activity and potential dates with the Educational Visits Co-ordinator (EVC), currently the Admin Officer.
2. All costings will be calculated by the EVC to include entrance fees and transport costs, having regard for the school’s Charging Policy.
3. All bookings and travel arrangements will be made by the EVC, who will also advise the kitchen of any packed lunch requirements for children entitled to Free School Meals.
4. All letters and consent forms will be generated by the EVC and all monies will be collected and banked by office staff.
5. Details of all visits are logged in the Record Book maintained by the EVC and all relevant paperwork and consent forms are retained in the school office.
6. All off-site visits must be authorised by the Headteacher via the EVC and submitted for approval via Evolve, <https://evolve.edufocus.co.uk>, Wiltshire Council’s secure online risk assessment and planning tool, which replaced the QES24 off-site visits management system in April 2015. Evolve is a step-by-step process which takes the visit leader through all aspects of the visit, including details of all pupils participating and the names of all accompanying adults (staff and volunteers, subject to DBS status).
7. The EVC and most teaching staff have received Evolve training and the EVC is able to offer support and guidance where necessary. Submissions via Evolve are sent automatically to both the EVC and the Headteacher and the chain of approval is clearly logged on Evolve.
8. Once an off-site visit has been arranged, the member of staff leading the visit should submit their risk assessment and full details of the visit for approval via Evolve. The Evolve submission is then checked by the EVC and if necessary, returned to the member of staff for revision or completion of any missing information. Once approved by the EVC, the visit is submitted to the Headteacher for final approval.
9. High risk and residential visits require Local Authority approval. Once the Evolve submission has been approved by the EVC and Headteacher, it is forwarded by the Headteacher to the Local

Authority via Evolve for final approval. The current LA Learning Outside the Classroom (LOTCC) Safety Adviser is Gary Burn.

10. There are two categories of visits – high risk and low risk.

Examples of low risk activities include day trips to third party attractions and other venues with no high risk element to activities, outings to local facilities or play areas, swimming lessons at public pools with qualified lifeguards. Examples of higher risk activities include camping, cycling or walking in remote country and waterborne activities, climbing or any residential or overseas visit. Further details can be found in Section 3 of the Safety in Off Site Activities Manual (2012), a copy of which is kept by the EVC in the school office.

11. Residential visits must be approved by the Governing Body and all the procedures adopted by the LA must be followed. At Bitham Brook this approval has been delegated to the Chair of Governors.

12. Risks should always be assessed by the member of staff leading the visit and this process should be continued during the visit.

13. Ratios:

The Safety in Offsite Visits Manual (2012) states that activity and visit leaders must ensure that young people are supervised in accordance with the principles of ‘effective supervision’ requiring them to take account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the pupils to be supervised
- The ability of the pupils (including their behavioural, medical, emotional and educational needs)
- Staff competence

Each visit should be accompanied by the number of adults deemed appropriate for that particular group. Risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency. When planning a repeat visit or series of activities, the previous risk assessment (no matter how well it worked in the past) should be reviewed to ensure that it meets the current group needs.

There are no definitive staff/pupil ratios for a particular age group or activity, except in the case of Early Years Foundation Stage, when the following guidance should be observed:

<http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/delivery/education/a0068102/early-years-foundation-stage-eyfs> .

At Bitham Brook we follow Wiltshire Council’s minimum requirements for ratios and supervision:

<b>Activity</b>	<b>Ratio: adults to children</b>	<b>Minimum adults per group</b>
FS2 Day visit/activity	See EYFS link above	See EYFS link above
Year 1/3 Day visit/activity	1:6	2
Years 4/6 Day visit/ activity	1:10/15	2
Years 4/6 residential or day visit extending beyond midnight	1:10	2 (leader of each sex with mixed party)

If any visit leaders/supervisors/parent helpers are also parents of pupils taking part, the potential exists for parental instincts to compromise the group management of the visit, particularly if there is a serious incident where leaders may be distracted by the needs of their own child. This should be covered in any risk assessment and management decisions and unless it is part of an agreed plan, situations where the leadership role gives direct responsibility for their own child should be avoided. Ratios may need to be revised to meet this situation.

If any child or young person going on the visit is to be accompanied by their parent/guardian in a one to one caring/medical needs capacity, this adult cannot be included in the ratio of supervising adults appropriate for the visit.

The ratios above do not include activity technical instructors. Where group leaders are also acting as technical instructors the numbers of adults needed should be reviewed. Staffing ratios for specific adventurous activities can be found on the relevant National Governing Body web pages and the expectation is that the technical instructors will be supported by school staff.

#### 14. Information to Parents:

Parents should always be aware of and give their consent for their children to take part in off-site activities. A letter requesting signed consent for walking visits within the Westbury area is given to parents as part of the induction pack when a child first joins the school and is valid throughout their time at Bitham Brook.

Specific written consent is always be obtained for residential visits, journeys involving coach or train travel and journeys in other parents' or volunteers' cars. Parents offering lifts are asked to sign a form confirming that they are insured to transport other people's children and that their vehicle is taxed and in a roadworthy condition. Age-appropriate booster seats are used when necessary.

A briefing meeting is held in advance of residential visits and information is provided covering these specific areas:

- Information about the centre
- Programme of activities
- Code of conduct expected of participants
- Travel arrangements – out and return
- Insurance cover provided and where parents can extend cover if they choose (see Section 14)
- Special equipment/clothing etc required
- Emergency procedure for contacting parents
- Money to be taken and security arrangements

#### 15. Pupils with known medical problems/needs:

Parents should inform staff of any medical issues and medication should be carried by the visit leader on the visit. Detailed medical/consent forms are required for each pupil participating in residential visits and any medication – clearly labelled with instructions for administration – is handed to the Teaching Assistant responsible for administering medication during the visit.

#### 16. Incident Reporting.

Leaders are responsible for reporting all injuries and serious incidents involving staff or pupils. Notes should be kept and incidents as appropriate should be detailed in the Incident Book.

#### 17. Insurance.

Wiltshire Council has the following insurance cover relating to safety and travel.

### Employers Liability

Wiltshire Council is insured against its legal liability to employees for damages, legal cost in respect of injury or disease suffered by the employee during their employment.

### Public Liability

This insurance covers all employees and volunteers against their legal liability in respect of claims for injury or loss by third parties (including pupils) arising out of their duties and associated activities.

### Personal Accident Cover

Wiltshire Council does not provide personal accident cover for staff, volunteers or pupils. Parents may choose to take out their own insurance cover. **Parents should always be made aware of the arrangements for personal accident insurance for pupils.**

## **Appendix**

### **The Wiltshire Council Learning Outside the Classroom Service – Evolve**

We aim to enable high quality Learning Outside the Classroom (LOTC) for the children and young people of Wiltshire. We do this by supporting partner schools and academies to provide safe experiences that support, enrich and extend learning and development through effective planning, innovative delivery and the appropriate management of risk.

#### **To make this happen we have six strategic objectives:**

**SO1** - To ensure that all partner schools and academies can access and make effective use of the EVOLVE on-line system to research, plan, authorise, approve and monitor LOTC activities.

**SO2** - To ensure there is an effective Education Visits Coordinator in all partner schools and academies who supports their colleagues to plan, deliver and evaluate LOTC activities.

**SO3** - To provide a range of training and development opportunities for partner schools and academies, to enable them to improve their planning, delivery and management of LOTC activities.

**SO4** - To improve access for all partner schools and academies to the latest guidance on the planning, implementation and evaluation of LOTC activities to ensure a high quality approach.

**SO5** - To improve access for all partner schools and academies to the latest technical advice and support that encourages best practise and innovation in the planning and delivery of LOTC activities.

**SO6** - To ensure that all partner schools and academies can access a range of high quality providers of LOTC activities.

October 2016

This policy has been reviewed taking account of the Child Protection Policy.