



## Off-Site Activities Policy

**THIS POLICY IS TO BE REVIEWED THREE YEARLY**

**Chair of Governors, Sue Nelson**

**Signed**

## **Off-Site Policy**

East Preston Infant School is a Rights Respecting School. All pupils, staff and visitors have the right to be healthy, safe, educated, listened to and treated fairly. These principles are at the heart of our school ethos, and our policies and practices support these rights. We are committed to equal rights, mutual respect and shared responsibility.

In this Policy we specifically recognise the following articles from the UN convention on the Rights of the Child:

Article 3 – The best interests of the child must be a top priority in all things that affect children.

Article 6 – Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

Article 29 – Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 31 – Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

### **1. AIMS AND PRINCIPLES**

At East Preston Infant School, we recognise that in order to effectively deliver the requirements of the National Curriculum, it will from time to time be necessary or beneficial for groups of children to be taken off-site. We further recognise the following points:-

- Under the Health and Safety at Work Act 1974 the Governing Bodies of County Controlled schools, in association with the Local Authority, have a duty in law to manage the Health and Safety implications of all activities in which their staff and pupils participate.
- The Headteacher and the Governing Body should be sure that the activity will be effectively organised and supervised and is in all circumstances appropriate.
- When teachers agree to take responsibility for leading or supervising an off-site activity, it becomes part of their contract. Consequently all supervisory duties must be carried out with the utmost rigour.
- All off-site activities must be directly related to the school's established curriculum if the activity is to be carried out in school time.
- It must be suitable for the pupils, having regard to their ages, abilities and aptitudes.
- Should be linked to the normal work of pupils by preparation and follow-up activities.
- The activity should not interfere with the work of the rest of the school.
- It should not expose children to the risk of racial, sexual or physical abuse, danger or harassment.

To this end, the planning and execution of all off-site activities at East Preston Infant School will follow the Regulations and Guidance of the West Sussex County Council. (stored in the school staffroom and at <http://www.westsussexvisits.org/> )

## **2. ROLES & RESPONSIBILITIES**

### **2.1 GOVERNING BODY**

The governing body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. Off site visits need to be approved by the governing body. Such approval must be recorded in the minutes of the governing body.

### **2.2 HEADTEACHER**

The headteacher is delegated by the governing body to approve all off site educational visits of a perceived low risk, local, daily or regular nature. These are recorded through the use of EVOLVE and various checklists.

### **2.3 EDUCATIONAL VISITS COORDINATOR (EVC)**

The EVC ensures that all off site activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:-

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development leads of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.
- Arrange an Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of incidents, accidents and 'near hits'.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC Policies for Learning Outside the Classroom.

### **2.4 VISITS LEADER**

The Visits Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all off site visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form. This will take account of:-

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, the competence of the staff team, the group and other factors such as transport.

- Ongoing hazards identified by the professional staff responding to changing circumstances and the success of the planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

## **2.5 PARTICIPANTS**

Participants are encouraged to consider hazards involved in off site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

## **3. GUIDANCE NOTES FOR LOtC ACTIVITIES AND OFF SITE VISITS**

To ensure good practice and compliance with the necessary regulations it is expected that:-

**3.1** All Visit Leaders will familiarise themselves with the published advice and guidance on the EVOLVE website. Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, ongoing risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

**3.2** In order to plan activities and visits the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

**3.3** Parental Consent and contact details must be available for the emergency contact and the Visit Leader to take on the visit.

**3.4** An EVOLVE visit form must be completed for all visits out of County or for all adventurous activities whether on site or off site. The form will need to be submitted to the local authority four weeks in advance of the activity or visit date and before becoming financially committed. School journey insurance should be purchased for educational visits and evidence attached to the EVOLVE form. The Visit Leaders should avoid duplicate cover being provided by a tour operator or external provider.

**3.5** The OE2 Form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE Form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked'. In addition, providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

**3.6** On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visits purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

**3.7** Risk Management Forms should be completed and attached to the EVOLVE Form when risks are perceived as significant. External providers will have their own Risk Management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. If this is the case, the providers Licence number should be quoted instead of copies of their risk assessment documentation.

**3.8** Providers that hold a Council for Learning Outside the Classroom Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

## **4. PROCEDURES**

### **4.1 PLANNING AN OFF-SITE ACTIVITY**

In every case many of the requirements for planning off-site activities are the same. In all cases (including local visits and walks) the following principles must be followed:-

- There must be a clearly identified Visit Leader.
- The purpose of the visit must be established.
- The location for the visit must be identified and appropriate.
- Approval for the visit must be sought from the Headteacher.
- Appropriate staffing ratios must apply.
- Supervisors must be appropriately chosen and acceptable to the leader.
- There must be a briefing for participants.
- Preliminary visits must be undertaken.
- A Risk Assessment Form must be completed.
- Parental consent must be obtained.
- The itinerary must be agreed.
- Insurance arrangements must be made.
- Emergency arrangements must be made.

It must also be recognised that within school many different types of off-site activities will take place. These activities may vary according to:-

- The age of the children.
- The size of the group.
- The location of the activity.
- Whether transport is required.
- The type of transport required.
- Whether in school time or not.
- Whether a regular activity.
- The duration of the activity.
- Whether residential.
- Whether a hazardous pursuit is involved.
- Whether finance is to be requested from parents' voluntary contributions.

- In cases where an off-site activity would be considered either out of the ordinary or involving any elements of increased risk, then the School Business Manager must be notified who will then make the necessary checks to ensure that appropriate insurance cover is in place.

In each case, different additional planning requirements will have to be met. In planning all off-site activities, the Visit Leader will follow the relevant elements of the 'West Sussex County Council Planning Checklist for Off-Site Activities' (copy attached).

Details of the activity, planning checklists and risk assessment forms should be given to the Headteacher.

## **4.2 PLANNING CHECKLISTS FOR OFF-SITE ACTIVITIES**

These checklists are to help the Headteacher and Visit Leader to ensure:-

- The safety of the participants and staff.
- The maximum educational benefit to participants.
- Effective organisation and administration.
- Issues relating to conservation and access are addressed.

They will be used by the Headteacher or Deputy Headteacher to decide whether final approval is given.

For any educational visit and off-site activity, the Visit Leader is responsible to the parents, guardians or carers, landowners, public agencies, the general public and to wildlife through the head of establishment, the County Council and the Governing Body for the group members.

### **There follow checklists for:**

- Reception                      Local visit not involving transport
- Reception                      Visit involving transport
- Years 1 and 2                Local visit not involving transport
- Years 1 and 2                Visit involving transport

## **LEVELS OF SUPERVISION**

The following are the minimum levels of supervision for off-site activities, which have been agreed after consideration of the:

- DfE: Health and Safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies.
- West Sussex County Council Regulations and notes of guidance for Off-Site Activities.

**In each case the number of adults should include the teacher and there should always be a minimum of two adults.**

- Reception    one adult for up to four children

- Years 1 & 2 one adult for up to six children

**EVOLVE** (Educational Visits Online Virtual Environment)

All hazardous, residential or adventurous trips must be submitted online to EVOLVE at <http://www.westsussexvisits.org/>

Trips not in these three categories do not need to be submitted online.

If there is any doubt whether aspects of a trip could be considered as hazardous or adventurous, advice can be sought by either submitting the trip or contacting the Outdoor Education Adviser at West Sussex County Council.

## OFF-SITE ACTIVITIES CHECKLIST

### Reception – Visit not involving transport

**Visit Details**          Visit to.....

**Date of Visit** .....          **Class/classes** .....

**Number of children** .....          **Number of adults** .....

**1. Group Leader**          **Name** .....          *Tick box*  
*[Must be familiar with basic principles of safe practice]*         

**2. Purpose**  
Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and ability of the children?         

**3. Location**  
Is the location of the visit appropriate to the activity to be undertaken?         

**4. Advice and approval**  
Have you discussed plans with the Headteacher?         

**5. Staff**  
Are the members of staff leading activities suitably qualified and experienced for the activities proposed?         

**6. Staff / Pupil Ratio**  
One adult (including the teacher) for up to four children         

**7. Preliminary Visit**  
Has the group leader made a preliminary visit to the site to be visited to check arrangements?         

**8. Risk Assessment**  
Have the risks involved in the activities you propose been considered and a Risk Assessment Form completed?         

Have you planned and where necessary, recorded your control measures?         

**9. Parental Consent**  
Has the consent of the parents/guardians/carers been obtained for the visit? Has the consent of the parents/carers for any photographs including their children been obtained?         

**10. The Programme**  
Is the programme for the day planned and do the participants have the appropriate clothing and equipment for the activities allowing for a range of weather conditions?



**11. Organisation**

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Have you made arrangements for insurance cover by completing an O.E.1 Form. A supply is now kept in the Off-site file in the staffroom, or you can obtain one from the School Business Manager.

**12. Finance**

Have adequate arrangements been made to finance the visit?  
Have letters to parents asking for voluntary contributions been sent?

**13. Briefing for Participants and Staff**

Will all staff, adult helpers and children be properly briefed on the activities they will undertake and on codes of conduct?

**14. Emergency Contact**

Have arrangements been made for a point of contact in an emergency?

Will a list of participants, including adults, be left in the school office on the day of the visit?

**APPROVAL**

**Other teachers involved**

**Signed**

**Headteacher or Deputy Headteacher**

**Signed**

**Date**

## OFF-SITE ACTIVITIES CHECKLIST

### Reception – Visit involving transport [not normally recommended]

**Visit Details**                      Visit to.....

**Date of Visit** .....                      **Class/classes** .....

**Number of children** .....                      **Number of adults** .....

**1. Group Leader**                      **Name** .....                      *Tick box*  
*[Must be familiar with basic principles of safe practice]*                     

**2. Purpose**  
Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and ability of the children?                     

**3. Location**  
Is the location of the visit appropriate to the activity to be undertaken?                     

**4. Advice and approval**  
Have you discussed plans with the Headteacher?                     

**5. Staff**  
Are the members of staff leading activities suitably qualified and experienced for the activities proposed?                     

**6. Staff / Pupil Ratio**  
One adult (including the teacher) for up to four children                     

**7. Travel arrangements**  
Is appropriate transport available? In the case of coaches, minibus and cars, does each child have a seatbelt?  
*(For detailed guidance, see sections A12 - A15 in the W.S.C.C. Regulations for Off-Site visits)*                     

**8. Preliminary Visit**  
Has the group leader made a preliminary visit to the site to be visited to check arrangements?                     

**9. Risk Assessment**  
Have the risks involved in the activities you propose been considered and a Risk Assessment Form completed?                     

Have you planned and where necessary, recorded your control measures?                     

**10. Parental Consent**  
Has the consent of the parents/guardians/carers been obtained for the visit?  
Has the consent of the parents/carers for any photographs including their children been obtained?

**11. The Programme**

Is the programme for the day planned and do the participants have the appropriate clothing and equipment for the activities allowing for a range of weather conditions?

**12. Organisation**

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Have you made arrangements for insurance cover by completing an O.E.1 Form. A supply is now kept in the Off-site file in the staffroom, or you can obtain one from the School Business Manager.

If private cars are to be used, have you checked that insurance cover is adequate? (see section A15 in the W.S.C.C. Regulations for Off-Site visits.)

If another provider is involved, have you checked that they have £10million Public Liability insurance cover?

**13. Finance**

Have adequate arrangements been made to finance the visit?  
Have letters to parents asking for voluntary contributions been sent?

**14. Briefing for Participants and Staff**

Will all staff, adult helpers and children be properly briefed on the activities they will undertake and on codes of conduct?

**15. Emergency Contact**

Have arrangements been made for a point of contact in an emergency?

Will a list of participants (including adults) be left in the school office on the day of the visit?

**APPROVAL**

**Other teachers involved**

**Signed**

**Headteacher or Deputy Headteacher**

**Signed**

**Date**

## OFF-SITE ACTIVITIES CHECKLIST

### Years 1 & 2 – Visit not involving transport

**Visit Details**      Visit to.....

**Date of Visit** .....      **Class/classes** .....

**Number of children** .....      **Number of adults** .....

**1. Group Leader**      **Name** .....  
*[Must be familiar with basic principles of safe practice]*

*Tick box*

**2. Purpose**

Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and ability of the children?

**3. Location**

Is the location of the visit appropriate to the activity to be undertaken?

**4. Advice and approval**

Have you discussed plans with the Headteacher?

**5. Staff**

Are the members of staff leading activities suitably qualified and experienced for the activities proposed?

**6. Staff / Pupil Ratio**

One adult (including the teacher) for up to six children

**7. Preliminary Visit**

Has the group leader made a preliminary visit to the site to be visited to check arrangements?

**8. Risk Assessment**

Have the risks involved in the activities you propose been considered and a Risk Assessment Form completed?

Have you planned and where necessary, recorded your control measures?

**9. Parental Consent**

Has the consent of the parents/guardians/carers been obtained for the visit? Has the consent of the parents/carers for any photographs including their children been obtained?

**10. The Programme**

Is the programme for the day planned and do the participants have the appropriate clothing and equipment for the activities allowing for a range of weather conditions?

**11. Organisation**

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Have you made arrangements for insurance cover by completing an O.E.1 Form. A supply is now kept in the Off-site file in the staffroom, or you can obtain one from the School Business Manager.

**12. Finance**

Have adequate arrangements been made to finance the visit?  
Have letters to parents asking for voluntary contributions been sent?

**13. Briefing for Participants and Staff**

Will all staff, adult helpers and children be properly briefed on the activities they will undertake and on codes of conduct?

**14. Emergency Contact**

Have arrangements been made for a point of contact in an emergency?

Will a list of participants (including adults) be left in the school office on the day of the visit?

**APPROVAL**

**Other teachers involved**

**Signed**

**Headteacher or Deputy Headteacher**

**Signed**

**Date**

## OFF-SITE ACTIVITIES CHECKLIST

### Years 1 & 2 – Visit involving transport

**Visit Details**            Visit to.....

**Date of Visit** .....                            **Class/classes** .....

**Number of children** .....                    **Number of adults** .....

**1. Group Leader**                            **Name** .....                            *Tick box*  
*[Must be familiar with basic principles of safe practice]*                           

**2. Purpose**  
Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and ability of the children?                           

**3. Location**  
Is the location of the visit appropriate to the activity to be undertaken?                           

**4. Advice and approval**  
Have you discussed plans with the Headteacher?                           

**5. Staff**  
Are the members of staff leading activities suitably qualified and experienced for the activities proposed?                           

**6. Staff / Pupil Ratio**  
One adult (including the teacher) for up to six children                           

**7. Travel arrangements**  
Is appropriate transport available? In the case of coaches, minibus and cars, does each child have a seatbelt?  
*(For detailed guidance, see sections A12 - A15 in the W.S.C.C. Regulations for Off-Site visits)*                           

**8. Preliminary Visit**  
Has the group leader made a preliminary visit to the site to be visited to check arrangements?                           

**9. Risk Assessment**  
Have the risks involved in the activities you propose been considered and a Risk Assessment Form completed?                           

Have you planned and where necessary, recorded your control measures?                           

**10. Parental Consent**  
Has the consent of the parents/guardians/carers been obtained for the visit? Has the consent of the parents/carers for any photographs including their children been obtained?

**11. The Programme**

Is the programme for the day planned and do the participants have the appropriate clothing and equipment for the activities allowing for a range of weather conditions?

**12. Organisation**

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Have you made arrangements for insurance cover by completing an O.E.1 Form. A supply is now kept in the Off-site file in the staffroom, or you can obtain one from the School Business Manager.

If private cars are to be used, have you checked that insurance cover is adequate? (see section A15 in the W.S.C.C. Regulations for Off-Site visits)

If another provider is involved, have you checked that they have £10million Public Liability insurance cover?

**13. Finance**

Have adequate arrangements been made to finance the visit?

Have letters to parents asking for voluntary contributions been sent?

**14. Briefing for Participants and Staff**

Will all staff, adult helpers and children be properly briefed on the activities they will undertake and on codes of conduct?

**15. Emergency Contact**

Have arrangements been made for a point of contact in an emergency?

Will a list of participants (including adults) be left in the school office on the day of the visit?

**APPROVAL**

**Other teachers involved**

**Signed**

**Signed**

**Headteacher or Deputy Headteacher**

**Date**

Name .....	Date of Visit .....
Location .....	Class / Classes .....

List hazard[s] here <i>[see sample risk assessments in office 'Risk Assessment' file]</i>	List of people who are especially at risk from the hazard identified	How you will control this risk : <i>[refer to relevant documentation]</i>	Post event review <i>[Use to comment on concerns after the event]</i>
<b>General:</b>			
<b>Specific Hazards:</b>			