

# St. John the Evangelist Catholic Academy

*Part of the Newman Catholic Collegiate*



## Policy on Off - Sites Visits

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## St. John the Evangelist Catholic Academy



### Off - Site Visits Policy

#### 1 Introduction

- 1.1 Off-site visits are activities arranged by or on behalf of the academy, and which take place outside the school grounds. The Academy Committee and teaching staff believe that off-site activities can supplement and enrich the curriculum of the academy by providing experiences which would otherwise be impossible. All off-site activities 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.

#### 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 experiences 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 Visits are arranged with a specific purpose and link to a curricular area:
- 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, visits by specialist coaches;
- music - a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents and carers to hear;
- 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.
- PSHE and citizenship - 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 or carers in receipt of state benefits are eligible for assistance with payment from the academy.
- 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 Academy Committee. We provide qualified instructors for all specialist activities that we undertake.
- 4.3 Staff must adhere to the procedures set out in the "Code of Conduct for Staff" i.e. **any staff members attending residential trips must not consume alcohol during the duration of the trip.**

#### **5 How visits may be authorised**

- 5.1 The Principal will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the academy.
- 5.2 The academy's educational visits coordinator will be involved in the planning and management of off-site visits.

S/he will:

- ensure that risk assessments are completed;
- support the Principal and the Academy Committee in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training as appropriate;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company (see 6.5) assures us that their drivers, too, have had police checks;
- 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 (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the procedures outlined in the policy of the academy.

- 5.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the principal before any commitment is made on behalf of the academy. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.
- 5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Principal will seek the approval of the Academy Committee before permitting the activity to take place.
- 5.5 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 or 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 adjustments 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. It will assess the risks which might be encountered on the visit, and will indicate measures 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?
- 6.2 Staff planning an off-site activity should make a preliminary visit to the venue wherever possible, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party 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 if s/he lacks the skills required to make informed judgements about the risks it may involve. The academy 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 academy, and should be built into the overall financial arrangements for the visit itself.

6.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 8 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to 2 pupils in Early Years.

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

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 police checks (see 5.2 above).

6.7 A copy of the completed risk assessment will be given to the Principal, the Academy Committee, our educational visits coordinator, and all 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 police checks (see 5.2).

7.4 Any minibus used will meet LA guidelines, and each seat will have a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

## **8 Communication with parents and 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 or carers must give their permission in writing before a child can be involved in any off-site activities.

8.2 Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits). This must be made clear to parents and 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 to make a contribution.

8.4 The timetable for the payment of contributions should allow for the Principal 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 party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy 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 Before a party leaves academy, the 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.

9.3 The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that 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 academy, the party leader should discuss with the Principal the possibility of excluding that child from the activity.

## **10 Group leaders' planning**

10.1 Group leaders must read thoroughly any appropriate guidance for off-site activities: and must complete an Approval and Evaluation form which records in writing arrangements that have been made such as:

- 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;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- first-aid boxes.

## **11. Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related 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 school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the academy's Business Continuity Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Education Visits department should also be advised of any serious incidents or accidents. The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

### **Action to be taken in the event of an emergency situation affecting an off-site visit.**

The following suggestions are intended as a guide to enable staff, at times of stress, to follow a course of action covering the main basic priorities. Obviously, no such list will ever be complete and there will be other necessary actions, depending on the situation. However, it is important that the relevant information is quickly and easily available, whatever the time of day or night.

- a) The staff in charge of any venture must have lists of names, telephone numbers and addresses of next of kin of all members of the party, and always carry a mobile phone.

A copy of these lists must be readily available at the home establishment. These must include any last minute amendments.

**Action to be taken by the Party Leader (or by other Party Staff) in the event of a serious accident/incident**

- a) Assess the situation
- b) Protect the party from further injury or danger
- c) Render first aid or other service as appropriate
- d) Call Rescue Services (999) and/or Police, as appropriate
  - State the nature of the emergency
  - Give your name and address/location and telephone number, followed by:
  - The location of the incident
  - The nature of the incident
  - The names of the individuals involved
  - The condition of those involved and where they are located
- e) Phone base contact person (as soon as possible)
- f) It is probable that both staff and students will be in a state of shock, therefore:
  - Remove remainder of the party to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
  - If necessary, request the Police to assist
  - Calm and comfort young persons and arrange for their evacuation.
- g) Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
- h) Do not allow party members to telephone home until contact has been made with the Authority.
- i) Retain all equipment involved in an unaltered condition.
- j) Do not allow anyone to see any party member without an independent witness being present.
- k) No-one, unless they are in a relevant official capacity, has the right to see any-one who does not wish to see them.
- l) Refer all press/media to Hampshire Media Office.

Note: This information is available on a laminated card given to every party leader.

**Action to be taken by the Base Contact Person when contacted by the Party Leader**

1. Take down a contact telephone number for the leader and the group. Listen carefully and write down:
  - a) What happened;
  - b) To whom;
  - c) Where;
  - d) When;
  - e) What has happened since the incident.
2. If the contact person is not the Principal they must inform the Principal or a senior member of staff of the relevant details as soon as possible.
3. Inform the Authority using the Authority emergency telephone number.

4. Not only must the parents of any injured children be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular children.
5. If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
6. If necessary, an incident centre should be established as soon as possible.

**The Base Contact Person must have by their phone:**

- i. Lists of all party member (including adults), and the address and telephone number of their next of kin;
- ii. Complete details of the itinerary;
- iii. Home/contact telephone numbers of senior establishment staff.

**Note:** This information is available on a laminated card held by every Base Contact person.

**12 Monitoring and review**

- 12.1 This policy is monitored by the Academy Committee\_ and will be reviewed every two years, or before if necessary.

**Off-Site Activities Planning, Approval and Evaluation Form**

(This form should be completed for any off-site visit. Any excursion with one or more children off the academy premises (however near or short) is regarded as an Off-Site Activity.)

Year group	Group leader	Destination	Date(s) of visit	Planned time of return:	Objective of visit:

1.Preliminary Arrangements		
Discuss proposed visit with Principal.	Pre-visit	Make provisional booking for site.
Date:  Signed:	Date:  Activities:	Date visit booked:
Does anyone have special needs?	Carry out Risk Assessment on all activities and travel arrangements	First Aiders

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<b>Arrangements:</b>	<b>Copy or risk assessment attached to form:</b>	<b>Name(s):</b>					
<b>Provisional booking for transport.</b>			<b>Costs</b>				
<b>Coach/Minibus firm:</b>			<b>Transport:</b>				
<b>Cost:</b>			<b>Entry (including any extra adults):</b>				
<b>Driver DBS/MIDAS check:</b>			<b>Total cost of trip:</b>				
			<b>No. of pupils:</b>		<b>Cost per pupil:</b>		
<b>If planning to use parents' cars, check that the volunteer parents have correct insurance and List 99/DBS check.</b>		<b>Name(s) of parents/carers</b>					
<b>Staffing Arrangements</b> (1:2 - children aged under 5/ 1:6 - children in KS1 / 1:8 - children in KS2 for day visits/ 1:10 for residential activities)							
<b>Name</b>		<b>Role</b>	<b>DBS checked?</b>	<b>Name</b>		<b>Role</b>	<b>DBS checked?</b>
<b>Obtain approval to proceed and signatures from EVC and Principal</b>							
<b>EVC signature:</b>				<b>Principal signature:</b>			
<b>Letter to Parents</b> (Draft letter to parents to include: basic details of activity, medical information required from parents, consent for emergency medical treatment and contact number for that day.)							
<b>Draft letter approved by EVC/Principal</b>				<b>Date letter sent out:</b>			
<b>Date:</b>							
<b>Week Prior to Visit</b>							
<b>Action</b>			<b>Date</b>	<b>Action</b>			<b>Date</b>
Confirm all provisional bookings for activity and transport.				Have all monies been paid?			
Check all car drivers have correct insurance and copies are in the office.				Check completeness of consent slips and medical information again.			
Check all non-academy employees have a DBS/List 99 check.				Review safety arrangements. Check availability of high visibility vests./Off site visit pack.			
Check the adult supervision ratio again.							
<b>Day before the Visit</b>							
<b>First Aid</b>				<b>Communications</b>			

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Name of nominated first aider:		Who is going to be responsible for the mobile phone?	
Is the first aid kit in order:		What is the number?	
Have all pupils have returned the "Off-sites medical form"?		Which senior member of staff will be at school on your return?	
Who requires medication? What are the arrangements for administering it?		Name(s), address(es), telephone number(s), contact name(s) of activity provider;	
		Do you have a parental consent form for all pupils participating in the visit, including details of contact details for the day of visit? (Copies to be handed to office.)	
<b>On the Visit Day Take:</b>			
Any tickets/activity booking documentation.		Group list and phone numbers.	
First Aid Kit/ Off-site Visits Box (This includes copies of the academy's policies/ whistle, high visibility vests etc, spare cash etc))		Any medication and asthma inhalers all in separate bags that are clearly labelled.	
Mobile phone			
<b>Remember that if the trip is going to be late or deviate from the itinerary, phone the contact person at the academy.</b>			
<b>On the Day of the Visit, Before Leaving:</b>			
Notify the office of any variation to earlier group lists including any absentees on the day.			
Insert the Coach/minibus registration plate on this form			
Give this form to the school office for filing.			
<b>14. After the Visit:</b> Write any helpful comments about the trip:			

**Risk assessment and risk management record Off-site activities and educational visits Outdoor Education Unit**

<b>Establishment: St John the Evangelist Catholic Primary Academy</b>			
<b>Location of visit:</b>		<b>Purpose of Visit</b>	
<b>Name of group leader:</b>	<b>No. of pupils</b>	<b>Age range:</b>	<b>No. of adults</b>
<b>Identifying the hazards - assessing the risk</b>	<b>Potential Risk</b>		<b>Control</b>
<b>Site and its environment:</b> <ul style="list-style-type: none"> <li>• weather conditions</li> <li>• water/river levels</li> <li>• conditions underfoot</li> <li>• Is site open to the public?</li> </ul>			
<b>Group:</b>			

<ul style="list-style-type: none"> <li>• monitor behaviour</li> <li>• Do any pupils have any special needs?</li> <li>• Do any pupils have any medical conditions?</li> </ul>		
<p><b>Leader and activity arrangements:</b></p> <ul style="list-style-type: none"> <li>• Does the leader have an overview of activities, needs of pupils etc?</li> <li>• Is there a qualified First Aider?</li> <li>• Are all adults able to take responsibility and keep pupils safe?</li> <li>• Is the adult to pupil ration sufficient to keep pupils safe?</li> </ul>		
<p><b>Transport:</b></p> <ul style="list-style-type: none"> <li>• monitor traffic on road</li> <li>• Does the vehicle have seat belts?</li> <li>• Is the vehicle roadworthy?</li> </ul>		
<p><b>Variations:</b> Record any additional assessments and control measures here if this sheet is used as a generic risk assessment:</p>		
<p><b>Date risk assessment completed</b></p>	<p><b>Signature of group leader</b></p>	<p><b>Signature of EVC/Principal</b></p>

### APPENDIX 3 - REGULAR OFF SITE ACTIVITIES

#### A. Movement of pupils on foot to St. John the Evangelist Church for religious services.

1. The Principal or Vice-Principal is the designated Group Leader.
2. In advance of the move, the Group Leader will:
  - a. Arrange details of the Service with Father J. Green of St. John the Evangelist Church
  - b. Check that the standard risk assessment for this activity is in date
  - c. Ensure that Parents are informed of where to collect the children.
  - d. Ensure that an appropriate First Aider will be in attendance with first aid kit.
  - e. Ensure that appropriate parental consents are in place.
3. In the event of extreme inclement weather, the Group Leader will decide whether to cancel the move and Service.
4. Children are to be formed into a line:

Teachers and teaching assistants are to be with their class.

5. Any medication and asthma inhalers are all be in a labelled bag carried by member of staff.

6. At each road crossing, the school line is instructed to pause, close up, and then cross the road under the direction of staff directed to act as "Crossing Patrols."

7. The Route;

- Cross Gloucester Road using crossing by school;
- Turn left into Bedford Road;
- Turn right onto William Road;
- Pass the shops;
- Turn left onto Market Street;
- Use pelican crossing by Barclay Bank to cross Liverpool Road;
- Turn right onto The Avenue;
- Cross The Avenue using the zebra crossing by school;
- Enter school via gate on The Avenue.

8. On arrival, children are enter the Church under supervision and are guided to their seats.

9. The Principal is to delegate a member of staff to check that both the main door and the side door are unlocked (as emergency fire exits).

10. The Principal (or delegated staff member) is to announce to everyone present the location of the emergency fire exits.

11. Children returning to the academy are to form up in the porch as far as possible in the same manner as when moving from school to the church. Under staff supervision, they will return to school by the most appropriate route.





