



PIONEER

FEDERATION



Offsite Educational Visits Policy

Review cycle	1 / 2 / 3 years	Date: March 2022
Approved by	Full Governing Body	
Changes made in this review cycle	Updated using ESCC policy 2021 update and OEAP guidance	
Linked policies	Health and Safety policy, ESCC policy for offsite visits, ESCC Risk Assessment policy, Safeguarding and Child Protection policy, Behavior policy	
Signed		Date: March 2022
Position	Executive Headteacher	
Date of next Review	March 2025	

Offsite Activities and Educational Visits Policy

Please refer to East Sussex County Council (ESCC) policy for Offsite Activities and Educational Visits 2021, which can be located on Czone and the National Guidance, produced by the Offsite Education Advisors Panel (OEAP), which has been adopted by ESCC. These documents help employers carry out their duty under the Health and Safety at Work Act 1974. In the event of any apparent conflict between ESCC's policy, this policy or the National Guidance, then ESCC's policy must be followed and clarification sought from the Educational Visits Coordinator (EVC) or management.

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1 Introduction

Educational 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.

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. We seek to make our visits available and accessible to all pupils. The visits usually take place within the school day, but on occasions, take place after school.

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

1. Pioneer Federation provides a number of offsite activities and educational visit opportunities for all young people within the establishment.

2. The benefits of Learning outside the classroom are fully understood by the Pioneer Federation and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

3. The safety of pupils and staff on offsite visits is paramount. Pioneer Federation will follow the requirements and guidance from ESCC offsite activities and educational visits policy 2021 and also refer to National Guidance produced by the Offsite Education Advisors Panel.

2 Roles and Responsibilities

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

Employers, have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers

- the health and safety for all young people for whom the Director of Children’s Services is responsible under the Children Act 2004.

There is a named Governor to take responsibility for Offsite Activities and Educational Visits. In addition, the Educational Visits Coordinator (EVC) has received training to ensure they can fulfil their role. Below is a set of roles and responsibilities. Refer to National Guidance for additional responsibilities referenced in brackets.

Role	Responsibilities
Governor (3.4f)	<ul style="list-style-type: none"> • Ensure there is a policy in place for offsite activities and educational visits. • Ensure there is a trained EVC in place for the establishment. • Ensure there are training opportunities provided. • Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits. • Ensure there is a monitoring system in place. • Ensure visits support the principles of inclusion. • Can have a read only access on exeant to have an overview of all the offsite visits taking place.
Executive Headteacher and Head of School (3.4g)	<ul style="list-style-type: none"> • Ensure offsite activities comply with ESCC policy and National Guidance produced by the OEAP. • Ensure visits receive appropriate approval before they take place. • Ascertain that all staff involved in offsite visits are competent to carry out their role. ESCC has an expectation that Visit Leaders are experienced and are deemed competent to undertake the responsibilities of the role and that there is an Assistant Leader who is deemed competent to take responsibility if the Visit Leader is unable to do so. They should be able to demonstrate the ability to operate to the current standards and recognised good practice for that role. • Ensure that there is a designated EVC that meets employer requirements and has undertaken training. • Ensure suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers.

	<ul style="list-style-type: none"> • Ensure the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated. • Make judgement about the leaders competency through: <ul style="list-style-type: none"> • Observations • Evidence of relevant experience • Personal interests and experience relevant to the proposed activities and environment • Evidence of undertaking appropriate training e.g. visit leader training • Evidence of relevant qualifications. • Ensure visits support the principles of inclusion. • Should have experience of leading visits and should be an experienced visits leader themselves.
Educational Visits Co-ordinator (3.4j)	<ul style="list-style-type: none"> • Has received EVC training. • Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2021. • Ensures staff have access to training to support their role in Offsite Activities and Educational Visits. • Approve visits that comply with this policy and the ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place on exeant and report accidents and near misses appropriately.
Visit Leader (3.4k)	<ul style="list-style-type: none"> • Must have experience of leading offsite visits. • Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management. • Be approved as competent by the establishment. • Liaise with the EVC. • Plan and prepare for the visit, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy. • Define the roles and responsibilities for other staff on the visit. • Evaluate the visit on exeant and report and record any accidents and near misses. • Understand the chain of accountability, what is expected of them, and the policies and procedures. • Have the ability to take charge of a situation while being aware of, and understanding, their abilities, as well as their limitations. • Demonstrate the ability to operate effectively and has sufficient relevant experience and knowledge of the activities, the group, and the environments in which the visit will take place. • Take control and remain calm in a crisis.
Assistant Visit Leader (3.4l)	<ul style="list-style-type: none"> • Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned. • Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.

	<ul style="list-style-type: none"> • Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader. • Contribute to the visit evaluation, and reporting and recording of accidents and near misses.
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3 Named EVC and Governor with Responsibility

Our EVCs are selected because of their Health and Safety roles within the Federation. All trips will need approval by the Head of School before being added to exeant for EVC approval. All residential trips, out of county/country or adventurous activity trips will need approval of the Head, EVC and ESCC Offsite Co-ordinator (via exeant).

EVC: - Francine Wyllie at Park Mead

- Carly Dann at Chiddingly, East Hoathly and St Mary's.

Governor with responsibility: Alan Brundle (Chair of Governors)

4 Risk Assessment

Risk assessments must be submitted to the Head of School and EVC, as part of the approval process. Wherever possible, risk assessments must be completed and submitted at least two weeks prior to a trip on exeant. They must be specific and relevant to the young people, staff, environment and activity. The risk assessment should be completed by the visit leader with support from other staff attending the visit. Foreseeable hazards should be listed with reasonable control measures put in place and a risk rating generated. A copy should be taken on the trip, and another copy left with the School Secretary.

After a visit, the risk assessment should be reviewed if there were any issues, incidents or near misses. If a risk assessment is covering the same group, with the same staff carrying out the same activity it can remain in place for 3 months and then reviewed. For example: if every Thursday Year 5 will attend a swimming lesson. Or annually if this risk assessment covers Forest School programmes.

Staff planning an off-site activity should make a preliminary visit to the venue, 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. They should also assess the site's suitability with regard to the age and any particular needs of the children. They 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 LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

The risk assessment must also cover transport to and from the venue and Covid-19.

5. Induction and Training

All EVCs will have up-to-date EVC training with ESCC. Head of Schools will support ECTs (Early Career Teachers) with trips and EVCs will arrange Visit Leader training, where appropriate.

All staff and volunteers are inducted with members of SLT, which includes relevant policies for educational visits, such as safeguarding, behaviour, etc. ECTs will always be accompanied on visits by a TA3 with experience of visits or another qualified teacher.

EVCs will support with the development of risk assessments and with applications to the Local Authority for residential, out of county or adventurous visits.

6. Ratios

There are no legally set ratios to abide by in respect of staff to pupil ratios for offsite visits. It is important to consider:

- Staff – experience, competencies, rapport with children, skills, qualification
- Activity – skill level, duration, equipment, prior experience
- Group – Age, gender, ability, behaviour, SEND, maturity, medical needs
- Environment – remote setting, easily accessible, crowds, time of year
- Distance from base – transport arrangements, driver hours, time for support to arrive

The following are suggested starting points from the ESCC policy.

- Early Years 1:4
- Years 1-3 1:6
- Years 4-6 1:10/15

The Pioneer Federation will use the below table as guidance when planning visits and ensuring there is adequate supervision. As it is important to remember that an effective ratio for one group may not be effective for another group completing the same visit, the below is guidance only.

Activity	Age of young people	Staff: young person ratios – typical range NB actual ratios must be determined by a process of risk assessment
Visits in the UK but not:- residential adventurous	Nursery	1:2-3 (minimum 2 staff)
	Reception	1:5 (minimum 2 staff)
	Years 1-2 (KS1) Year 3 (KS2)	1:6 (minimum 2 staff)
	Years 4-6 (KS2)	1:10-15 (minimum 2 staff)
Visits abroad or adventurous including residential visits	Years 4-6 (KS2)	1:10-15 (minimum 2 staff)

Ratios will not include adults acting as 1:1 support. Ratios will be revised considering the needs of the group.

7. Assessing venues and Providers

The visit organiser will consider the LOTC quality badge, use of the provider statement, use of pre visits, insurance requirement and waivers. The visit leader will seek information in relation to the venue and facilities and carry out a preliminary visit to inform their own risk assessment.

8. Using Volunteer helpers

Any adult who has not been DBS checked should not be left alone with children during any activity. It may not be necessary for a parent helper to have a DBS check for a day trip unless they meet the criteria for frequency or intensively as stated in the Keeping Children Safe in Education document. **Where the visit involves a residential, an enhanced DBS and barred list check is required as it is considered regulated activity (overnight).**

It must be understood clearly that a DBS check (or other vetting and barring procedure) on its own is not a guarantee of the suitability of an adult to work with any given group of young or vulnerable people. (Refer to OEAP National Guidance '3.2g Vetting and DBS Checks' for further information and examples of when an adult may require a DBS check.) Therefore, all volunteer helpers (irrespective if they have a current DBS check) will have signed the helper agreement to confirm they have read and understood their responsibilities on the trip. All regulated activity volunteers will have DBS checks and met with SLT, signed the volunteer policy and read all relevant documents as set out in the induction pack.

9. Inclusion

Staff will make reasonable adjustments to school visits in liaison with parents, SENCO, CLASS and ESBAS where appropriate. No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution (see more in 'Finance' section of this policy)

10. Behaviour

The Federation Behaviour policy remains in place during educational visits. Consequences for poor behaviour remain as they would be in school, to be 'paid' on the child's first day back to school. If poor behaviour persists on residential trips, parents will be called to collect their child. Mobiles and electronic devices are never permitted for children to take on trips.

11. Insurance

Insurance is organised by ESCC. When a service provider is coming into school, the provider must have £10m liability cover. The requirement for £10 million public liability exists for offsite visits and suppliers providing specialist services. See the ESCC Offsite Activities & Educational Visits Policy 2021 for more information on insurance. If adventurous activities are taking place then the EVC will be in consultation with the ESCC Offsite Co-ordinator to ensure insurance cover is appropriate.

12. Finance

Parents are asked to make a voluntary contribution to trips where a cost is incurred. This must be made clear to parents in all correspondence about an educational visit at the planning stage. If parents are unable to pay, parents meet with the SLT to discuss options (including staggering payments and possible school contributions). 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.

No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school letters sent home about intended visits (see Appendix B for an example).

13. Emergency procedures and incident reporting

SLT are available for the entirety of a visit, including overnight during residential visits, by mobile phone or school telephone. Visit leaders take copies of children's permission forms to the visit, which include information regarding medical needs, emergency contact details and any other relevant information (see Appendix B for an example). Accidents and incidences are reported in the usual way once back on school premises.

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. The school will be notified at all times, and they in turn will notify parents. All incidents will be reported in the usual way once back at school (see Health and Safety policy).

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults to include at least two members of staff (all staff are at least emergency first aiders in the workplace).
- For EYFS trips, at least one first aider must have paediatric first aid training.
- Supervising adults must know of any special medical details relevant to any pupil (medical information and consent forms to be taken with on the trip).
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip. If individual medicine needs to be taken a named person will be in control of storing the medicine and administering it (under the guidance of an Admin of Medicine trained person). This will also be included on the risk assessment.
- Children to be briefed about the importance of staying with their partner/group/adult helper.
- Any adult helpers must be fully briefed prior to leaving with names of children in their group, expectations and responsibilities, and the school office telephone number to be readily available to them.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts to be taken.

14. Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities (see appendix B for an example for residential trips).

15. GDPR

All photos or videos are to be taken on school equipment only (visit leader to take class tablet with them). All volunteers will have read and signed the volunteer agreement which clearly states no use of personal devices to take photos/videos. All visit leaders to have a list of which children have consent from a parent/guardian for photos/videos to be taken using school equipment. For more information see the GDPR policy.

Appendix A Risk assessment proforma

[..\Templates\Risk Assessments\Visit Risk assessment template 2019 \(2\).docx](..\Templates\Risk Assessments\Visit Risk assessment template 2019 (2).docx)

Appendix B Consent form examples

Residential trips in UK or adventurous activity -

<..\Templates\Trips\Parental Consent Form for Uk visits updated 2019.doc>

Yearly consent form -

<..\Templates\Trips\Annual Consent Form Updated 2019.doc>

Appendix C Offsite volunteer agreement

School visits are an integral part of learning at our school and afford many pupil opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visit. Please read, sign and return this appendix to the visit leader before the trip takes place. This is part of our school's risk assessment planning and safeguarding.

Role of the volunteer helper:

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact the class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the school's online safety policy on the use of mobile phone procedures (please ask in the school office if you would like a copy).

Working alongside school staff, school staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest.
- Follow guidance from the school staff.

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking volunteer duties.
- Volunteer helpers are not permitted to take photographs or videos of pupils.
- Volunteer helpers are not allowed to upload any information to social media, including the whereabouts of the trip.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets, etc. before, during or after the school trip.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible of any emergency situations. If you have become separated from the rest of the school party, please telephone the school or the school mobile phone.

Signed Agreement and Emergency Contact

I have read the volunteer policy.

I agree to the terms and conditions stated in this policy.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

If a child discloses something that is of a safeguarding concern, I will inform a member of staff as soon as possible and make it clear to a child I cannot keep it a secret.

Name and contact number in case of an emergency: _____

Any medical issues that staff need to be aware of _____

Signature _____ Date _____

Name _____