

# BARNS GREEN PRIMARY SCHOOL

# Off Site Visits Policy

## OUR SCHOOL VISION

We will help our pupils  
We will  
We will allow them to  
We will help them

Learn  
Inspire them,  
Flourish and  
Excel

These are the building blocks for a successful **LIFE**.

*We are a child-centred school. Every decision we make is in the child's interest.*

We encourage pupils to become confident learners.

We are all members of a Learning Family and we speak and listen to each other honestly.

We listen especially carefully to our pupils.

We recognise the value of individuality.

We make sure every child can achieve excellence.

We celebrate everyone's success and learn from our mistakes.

Ours is a safe, caring and happy school.

2014

Issue no  
3

Date  
29.01.2018

Responsible Governors  
Full Governing Body

Review in  
Spring Term 2020

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# Off Site Visits Policy

1. Introduction
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**Appendix A – Parental Consent** *(see example in WSCC Regulations Notes of Guidance for Off-Site Activities, Appendix A)*

**Appendix B – Visit Checklist**

**Appendix C – Risk Assessment RAOSI form** *(see example in WSCC Regulations .....and on the Evolve web-site)*

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## *Barns Green Primary School Policy for Outdoor Education and Off-site Educational Visits*

### 1. Introduction

1.1 Barns Green Primary School provides many opportunities for its students/children/young people to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities.

1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for Barns Green Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council Local Educational Authority's "Regulations and Notes of Guidance for Off-Site Activities".
- The Department for Education (July 2011) "Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies".
- The Health and Safety Executive in conjunction with the Department for Education and Skills (DfES) published "Health and Safety Responsibilities and Powers" statutory document.
- The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV 1998)
- The supplementary guidance published by the DfES (2002)
  - Part 1 - Standards for LEA's in overseeing educational visits
  - Part 2 - Standards for Adventure
  - Part 3 - a handbook for Group Leaders

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## 2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.1 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through the use of the Visits Checklist form.

2.2 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The EVC in conjunction with the Head Teacher will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- 
- Ensure that Criminal Records Bureau disclosures are in place where necessary
- 
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- 
- Keep records and make reports of accidents and "near misses"
- 
- Review and regularly monitor procedures
- 
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC Regulations & Notes of Guidance for Off-site activities.

2.3 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the Local Authority guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and attached to the Evolve (on-line) form (available to registered staff on <http://www.westsussexvisits.com/>). This will take account of:

- Generic risks as published in this document and the WSCC Regulations and Notes of Guidance for Off-site Activities.

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- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

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

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### 3 Guidance Notes for Off-Site Educational Visits

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

3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Evolve web-site ([www.westsussexvisits.org](http://www.westsussexvisits.org)) and the West Sussex Grid for Learning. Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is available through the Outdoor Education Office (01243 382636)

3.1.1 In order to plan an off-site activity the EVC and Head Teacher should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. 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. Copies are provided for the Emergency Contact and the Group Leader to take on the visit.

3.4.1 Visits Checklist. *This will be retained by the School Office.*

3.5 An Evolve Visit form must be completed for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. Out of County visits are also required to use this system. The form will need to be submitted and approved by the Head of Establishment (or EVC) and automatically submitted to the Local Authority one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the arrangement with Chartis.

You should check to see if such cover is already being provided by a tour operator, or external provider. If it is, a refund should be requested or you will have two companies covering the risk which can delay payments in the event of a claim. The details are published at Appendix Z in the WSCC Regulations and Notes of Guidance for Off-site Activities and are available on the Evolve website.

3.6 OE2 form: This optional form provides information on what WSCC expects an external provider to 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. Information is available through the Evolve website about other West Sussex Educational Establishments that may have used such a provider before.

3.7 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of the Accident/Incident report

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form HSW3. If such a form was completed at the venue, there is still a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

3.8 Risk Assessment forms (eg. RAOS1) should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the WSCC guidance or [www.aala.org.uk](http://www.aala.org.uk)) If this is the case their licence number need only be quoted instead of actually requiring copies of their risk assessment documents.

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## Appendix A

### PARENT'S CONSENT FORM

Barns Green Primary School

A journey to:

On:

I wish my son/daughter..... (Full name of child in capitals please) to be allowed to take part in the above-mentioned journey and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey.

(Note: School Journey Insurance is automatically arranged, with Chartis Insurance, through West Sussex County Council, though claims arising from a pre-existing condition are exempt.)

Please delete and complete the following as is appropriate.

My child (Date of Birth: ..... ) has  
No illness, allergy or physical disability \*  
The following illness, allergy or physical disability \*

\* Cross out which does not apply

Which necessitates the following medical treatment:.....  
.....  
.....

Doctor's Name:

Doctor's Address:

Doctor's telephone number:

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I consent to any emergency medical treatment necessary during the course of the visit.

Signed ..... Date .....

Parent/Guardian

Address: HOME .....

WORK.....

Telephone No. HOME .....WORK.....

Mobile No.....

Email Address:.....

If not available at the above, please state an alternative contact.

Name: ..... (relationship).....

Telephone No: .....

Mobile No: .....

NOTE: Photographs may be taken that include your son/daughter. If you do not wish such pictures to be used for normal publicity purposes including publication on the establishment's website please tick box:

(All personal information will be processed in accordance with the provisions of the Data Protection Act 1998)

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## Appendix B

### SCHOOL VISIT CHECKLIST

<b>Discuss</b>	<p>Learning intentions</p> <p>Details of preparation work</p> <p>Follow up work</p>
<b>Venue</b>	Contact venue to establish facilities and costs
<b>Authorisation</b>	Complete School Visit form and submit to Headteacher for approval (4 WEEKS before)
<b>Arrange pre-visit</b>	<p>Check toilet facilities</p> <p>Assess safety hazards</p> <p>Establish safety procedures</p>
<b>Risk Assessment</b>	<p>Risk assessment completed and discussed with coordinator/ risk assessments from the</p> <p>establishment to be sent for/ bus drivers risk assessment to be viewed</p>
<b>Travel Arrangements</b>	<p>Means of transport</p> <p>Approximate timetable</p> <p>Route to be taken</p>
<b>Supervisory Arrangements</b>	<p>Assess individual children with special needs</p> <p>Medical or dietary needs</p>

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Qualified First Aid helpers available

## Adult helpers

Ensure sufficient numbers of helpers are available

Liaise with adult helpers regarding arrangements. (Safety procedures etc)

## On the day

Establish 'Recall System'

Establish 'Lost Procedure'

First Aid Kit and accident book, sickbag, tissues, emergency clothes

List of children and adult names

School telephone number

Give helpers names of children in their group

Name badges for children

Cheque/bus tickets etc

Seat belt check

Post visit discussion with E V coordinator

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## Off site Visit Checklist

<b>Date of visit</b>		<b>Year Group</b>	
<b>Number of children anticipated to attend</b>	XX Children – List attached		
<b>Place of visit</b>			
<b>Contact details of centre</b>			
<b>Group leader</b>		<b>Members of staff attending</b>	
<b>Parent helper attending</b>			
<b>Staff mobile numbers</b>			
<b>Name of coach company</b>		<b>Tel number</b>	
<b>Time of pick up from school</b>		<b>Time of pick up from site</b>	<b>Anticipated return time</b>
<b>Are you taking any additional vehicles?</b>			

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<i>Check list of information to leave in school while on a visit.</i>	
Have you filled in form 1 – destination details and contact numbers?	
Have you filled in form 1 – staff contact numbers?	
Have you left behind a copy of each child's consent form?	
Have you left behind a list of your groupings, including which adults will be supervising which groups?	
Do you need to update form 1 or your groupings list, in light of changes to staff or helpers attending?	

*All of this information must be left with the EVC or, in the absence of the EVC, the office staff on the morning of your visit.*

<i>Check list of things to take on your visit</i>	
Have you taken each child's consent form?	
Have you taken a First aid kit and First Aider?	
Have you taken all of the medication for children on the visit?	
Have you taken an emergency contact card (one for each member of staff)?	
Have you taken the coach details with you?	
Have you left a list of children who have <b>actually attended the visit</b> ?	
Have you left a list of members of staff who have <b>actually attended the visit</b> ?	
Have you left a list of adult helpers who have <b>actually attended the visit</b> ?	

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Have you taken the mobile phones as listed on form 1?	
Have you taken a copy of Appendix D from the Emergency plan?	
Have you discussed all points raised in the risk assessment with the members of staff and adults attending?	

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### *Appendix C: RISK ASSESSMENT AND RISK MANAGEMENT*

<b>RISK ASSESSMENT FOR OFF-SITE ACTIVITY</b>			
ACTIVITY: ..... LOCATION : ..... DATE.....			
Name ..... Organisation .....			
Assessment undertaken (date) ..... Signed ..... Date ..... Assessment Review Date: - .....			

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)

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R.A.O.S.1.

Nov 2004

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1	10/11/2014	Chair of Teaching & Learning Committee