Woodcroft Primary School
Off-site Visit Policy

Contents:

- Overview
- Aims
- Guidance for implementation
- Evolve
- Risk and benefit assessment
- Staff CPD
- Guidelines for Volunteers

Co-ordinator responsible for the policy in consultation with the staff and governors:

Educational Visit Coordinator and Head Teacher

Reviewed: September 2022
Next Review Date: September 2025

Overview

At Woodcroft Primary School we believe that off -site visits are an important enrichment to the curriculum we offer. Through them we are able to increase children's awareness of the local area and community; offer experiences they may otherwise not have and deepen children's learning within a relevant context. At Woodcroft Primary school our aim is to provide trips and experiences to enrich, enhance and support children's learning and development.

Off-site visits are regulated by strict health and safety requirements. We ensure that all visits adhere to the regulations set out by Hampshire County Council.
Our Safeguarding and Child protection policies extend to all off-site visits.

Aims

- To enhance the curriculum we offer and to place learning in context
- To build on outdoor learning skills as the children progress through the school
- To offer hands on experience
- To provide a broader range of experiences that can be offered on the school site
- To promote independence by enabling them to learn and develop in new learning Environments.

How we meet these aims

A range of off-site activities are planned throughout the year. The majority of these visits will be in the local area but do also include opportunities to work further afield. Visits are always linked to learning with the added aim of providing the children with the opportunities to practise skills, question, explore and, with adult support, identify further learning for themselves.

All visits are planned with the agreement of the Headteacher once educational values and safety have been assessed, with risks identified and minimised.
Visits must be accessible to every child. Where appropriate, guidance is sought from parents to help us adapt the programme so that reasonable adjustments can be made and form part of the risk assessment.

- Parents will be informed by letter about upcoming trips and the school requires written consent with emergency contact numbers.
- Costs to parents need to be carefully considered when planning off-site activities and we should always strive to give reasonable notice and achieve maximum value for money.
- Preparation is imperative to the success of off-site activities and planning must be in accordance with our off-site activities guidelines and those of the LA.
- The safety of the pupils is the most important consideration. It is vital to maintain safety consciousness and safe working practices.

Governors are kept informed of the overall policy as well as being given feedback on specific events and successful ventures.

Guidelines for Implementation

Every teacher leading an off-site activity must be aware of and read the off- site Activities and Educational visits folder kept in the Assistant Head Teacher's office before seeking approval for the trip. (See Appendix) These guidelines apply to every activity that is organised by the school which takes place outside the school site. They relate to all kinds of off-site activities, irrespective of whether the activity takes place during normal school hours, evenings, weekends, or holidays, and whether or not they include hazardous activities. They therefore apply to such diverse activities as sports fixtures when playing away, pupils walking along roads close to the school, day trips and residential visits.

Evolve

All visit leaders must complete the Evolve forms on the website below:
http://evolve.edufocus.co.uk/evco10/unknown.asp

ECT s and new staff will be supported by the Educational Visits Coordinator or their Mentor to complete the forms and they will be supported on their trips within their ECT year and after if needed.

Staff must ensure that 2 contacts are listed as the emergency base contacts, these people must be informed that they are the base contact.

Risk and benefit assessment

As part of planning off-site activity the following process needs to take place:

- An analysis of the benefits of the activity translated into clear objectives
- An assessment of the risk of harm and its likelihood, followed by clear control measures in place so that they can be satisfactory managed (see appendix)
- A pre-visit by key staff is an essential part of reviewing the location to ensure its ability to realise the benefits of the trip, but also that potential risks can be appropriately assessed and managed.

Staff CPD

At Woodcroft we are committed to the development of staff. Many of the staff have Outdoor Leader training and MIDAS training. Please speak to the EVC if you would like further guidance or training.

Appendix

Documents cited within the policy refer to the following:

- Off-Site Activities and Educational Visits – April 2013 (Hampshire "Green" Book) Folder in AHT office (Green file)

file:///U:/Downloads/Off-site_activities_and_educational_visits_-_whole_book__HF000004572129.pdf

- Safety in Adventurous Activities – Sept 2011 (Hampshire 'Pink' Book)

file:///U:/Downloads/Safety_in_adventurous_activities_-_whole_book_-_November_2015.pdf

- Risk assessment: https://evolve.edufocus.co.uk/evco10/docs.asp

Guidance for Volunteers for School Trips

If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

• Parents may not always have their own child in their group.
• The teacher will give parent helpers a list of children for whom they are responsible.
• All children are told that they must stay with their group and the group adult at all times.
• If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
• The class teacher is responsible for ALL first aid and medication.
• The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
• If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
• If you need to leave your group for any reason, please inform another adult. Smoking is prohibited whilst on school trips.
• If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.

Volunteers without DBS should not be left alone with children.

• Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return.