

Caslon Primary Community School, Beecher Bear Day Care and Nursery, Beech Tree SEMH Base and Tree Acre Early Years Inclusion Hub

Off Site Educational Visits Policy

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 and providing cultural capital for our pupils.

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 but not exclusively, take place within the school day.

Aims

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
- for Beech Tree pupils, to experience real world situations that may not otherwise be possible for them.

Risk Assessment

Risks assessments are completed on Evolve at least 2 weeks before the trip. A risk assessment is an examination of what could reasonably be expected during a visit that could cause harm to the people attending. You are looking for hazards and assessing their potential risk, then seeing what can be done to minimise the risk.

Any child that is known to specialist inclusion services require an Individual Risk Assessment that should be checked by either EVC Miss Garrett or Mrs Holden-Gough, alternatively Mr Monk as Assistant Headteacher and co-signed with a parent/guardian.

Staff should use STAGED (Staffing, Transport, Activity, Group, Environment, Distance from base) to ensure they account for all risks associated with a trip out of school. More than one risk per heading can be considered.

Staff planning an off-site activity to an unfamiliar site should make a preliminary visit (where possible) to the venue, in order to carry out an on-site risk assessment. It is important to research and consider the probable weather conditions at the time of year proposed for the trip, and the group 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 regarding the age and any specific 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.

An activity will have sufficient adults taking part to provide the following minimum ratios:

Under age 5: 1:5 Reception: 1:8 Year 1-3: 1:10 Year 4-6: 1:15

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases; consideration needs to be given to the experience of the staff leading and supporting the trip. Any adults who provide 1:1 support to children should be considered as extra and not part of the pupil to adult ratio of the trip. For any EYFS activity at least one person who has a current paediatric first aid certificate must accompany children on the activity.

Safeguarding and further health and safety considerations

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 school number, but where an activity extends beyond the normal school day the home/ mobile telephone number of a designated emergency contact should be provided.

The safety of the party, and especially the children, is of paramount importance that during the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any medical information provided by parents or already held in school for the children, this information must be communicated with all adults supervising the trip. Medical information should be specifically documented per child on the risk assessment.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, the party leader should discuss with SLT additional measures to ensure their safety and the safety of others on the trip. This would include the possibility of excluding that child from the activity.

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 risk assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

A copy of the completed risk assessment will be sent to the educational visit coordinator for approval and a copy must also go to any adults supervising the trip. A residential trip risk assessment will be sent to the Local Authority for approval.

An evaluation of any trip or activity must be evaluated both in terms of safety and against intended educational intention, on evolve.

Transport

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. Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

Use of the school mini bus If the minibus is to be used for a trip the driver must check that the vehicle is working at least 1 hour before the trip to provide sufficient opportunity to work out an alternative should the mini bus not be working.

There needs to be 2 accompanying adults on the minibus – one being the driver. The adults must make a visual check that all pupils have their seat belts fastened correctly.

If the pupils are travelling in a minibus that is not from the school, then the driver must make a visual check that all pupils have their seat belts fastened correctly in addition to any checks being carried out by the driver.

Pupils unless accompanied with another adult other than the driver are not allowed to sit in the front seat of either the school minibus or any other minibuses.

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 via school's buddy before a child can be involved in any off-site activities. It is the responsibility of the trip leader to ensure they have checked all attending have given consent at least 48 hours before the day of the trip.

On the day of the trip it is the responsibility of the trip leader to ensure:

- All attending staff have read the risk assessment and any individual risk assessments
- Ensure any medicine required including inhalers are taken and transported securely if necessary
- Inform EVC or Head Teacher of pupil numbers and any last-minute staff changes – also adding a note onto Evolve
- Ensure the office has contact detail of staff leading the trip

Cancelling a trip with short notice

If there is an issue with a trip the Head Teacher or EVC will make the decision to cancel the trip even on the activity in the best interest and safety of all.

Monitoring and review

This policy is monitored by the governing board and will be reviewed every year or earlier if deemed necessary.

Date of policy Sept 2025