

Policy Ref:
Student #009



Off-Site Visits & Activities Policy

Statutory?	No
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Introduction

Off-site visits/activities are arranged by or on behalf of a Local Authority School, and would normally take place away from the establishment grounds. Off-site activities for can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, providing experiences beyond the classroom that enriches learning and personal development.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils at all times. Within these limits, we seek to make off-site 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.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

Aims and Objectives

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 that could not be provided on the school site alone;
- Promote the independence of our children as learners, enabling them to grow and develop in new and different learning environments.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by the Local Authority.

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Residential Activities

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement of the Local Authority.

Roles and Responsibilities

The key role involved in the planning and management of all off-site visits is the External Visit Co-ordinator. The establishment head will ensure that it has a trained External Visit Co-ordinator, whose role is to:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

The school's trained EVC is: Mrs Lucy Crowe (Headteacher)

The school's Trips Administrator is: Mrs Sam Foster

Trip Lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Make sure that appropriate equipment is taken including: medical kit for the assigned children, first aid kit, travel box and parent contact details

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit

- Share any concerns or worries with the trip lead and others, as appropriate

Parents and Carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- Provide an emergency contact to collect their child if their child should fall unwell on the trip, if appropriate
- Assistance with out-of-hours visits if their child has SEND needs which indicate that the child needs support to remain safe
- Wear high-vis jackets for the duration of the visit

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Wear high-vis jackets for the duration of the visit

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

How Visits Are Authorised

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher and Governing Body (as necessary), in advance, before any commitment is made on behalf of the school.

Classification of External Visits:

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential activities that require an overnight stop, or off-site visits that take place abroad

Category A Visits/Activities

Approval for Category A visits and activities, has been delegated by the Governing Body to the Headteacher. **Governors must review delegation arrangements annually as part of Health and Safety Policy for school.**

Category B Visits/Activities

Approval for Category B visits or activities must be obtained from the Governing Body and the Headteacher before they take place. Endorsement is also required from the Outdoor Education Adviser, managed by the Local Authority.

Planning a Visit or Activity

The Visit Leader must ensure that the visit or activity is planned in advance and within sufficient time to ensure approval is granted.

All trips/visit planning should be carried out using the European Education Consultants (EEC) Health and Safety Management system for Risk and Educational Visit management as the system provides a means to approve applications online for both the establishment's EVC and Local Authority.

Link to EEC: <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Link to Outdoor Education and External Visits Website:
<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

The trip plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum/development objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details

Risk Assessment

All relevant risk assessments must be carried out by the Trip Lead before any proposed visit or activity takes place. Existing or generic risk assessments should be checked to ensure that they are still suitable and sufficient.

As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

Transport

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset.

Please also consider the use of a second support vehicle, where possible, to account for emergencies or contingency planning when on an off-site visit.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Communication with Parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Where required, parents/carers will be asked to provide consent for educational visits – this will usually be done electronically via ParentPay, even if the trip has no charge.

Because most visits during the school day will be part of the curriculum, we will not always need specific consent, provided that a parent has given consent for school trips as part of their application for their child to attend school. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Further health and safety considerations

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Trip Lead and provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided.

The School Office will be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (print out of the summary sheet from software).

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Trip Lead must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical or dietary questionnaire returns, and ensuring that pupils are both safe, well and looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Trip Lead should discuss with the Headteacher. Measures will be put in place to enable the pupil to take part, especially if the trip is part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

Monitoring and review

It is good practice to monitor and review the successes and failures of off-site activities in line with your curriculum/development objectives. This is to ensure that off-site visits provide enrichment and positive experiences that off-site visits are designed to deliver.

This policy will be reviewed every two years, or before if necessary.

Further guidance and help

Health & Safety Executive: School trips and outdoor learning activities:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Learning outside the classroom:

<http://www.lotc.org.uk/>

Outdoor Education National Advisors Panel:

<http://oeapng.info/>

Appendix 1 – Trip/Visit/Activity Information Sheet

(SECTION 1 – TO BE COMPLETED BY TEACHER)

Trip Lead Name:				
Year Group(s):				
Visit Title/Venue:				
Departure Date:		Return Date:		
Departure Time from WPS:		Arrival time at destination:		
Departure Time from Venue:		Return Time to WPS:		
No. of Children:	Male:		Female:	
No. of Adults:	Male:		Female:	
Travel: (please circle)	Walking	Coach	Car (staff)	Car (Parent)
Trips Costs:	Tickets etc.	£	Travel	£
		£		£
Total Costs:	Whole Group:	£	Per Student:	£

Please specify the aims of your trip and links to your curriculum:

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Visit Category: (Please '✓')	A (Day trip / Non-Adventurous)	B (Adventurous / Residential / Overseas)
Venue Details:	Address:	Contact Name: Contact Tel:
Insurance:	Please state below if the venue has insurance and the details:	
Activity Provider(s):	Please state below the qualifications of providers: LOtC Quality Badge Yes / No	

Head Teacher Approval (signature):	Date:
Chair of Governors (signature): (If Category B Trip)	Date:

What Risk Assessments will require review/completion before the planned trip/activity?
E.g. Coach travel, first aid, walking in urban settings, venue specific

Name of assessment	Completed by	Date

Supervisors / Emergency contacts - Ratios of adults to children must be based on the risk assessments for each visit/activity

Staff Name	Mobile/contact Number	Emergency contact Name	Mobile/Contact Number

Volunteer Helper Name	Mobile/contact Number	Emergency contact Name	Mobile/Contact Number

I have completed the trip details on EEC Live: Yes / No

- I have gained permission from parents to take each child.
- I have checked with the LEA Guidance for Schools Volume 5 concerning hazardous activities.
- Parents have details about the day – arrival/departure times etc.
- I have organised First Aid kits/sickness provision.
- I have instructed any parent helpers/volunteers about the learning outcomes / arrangements for the day

Office: Confirm Trip details on EEC Confirm Trip/Visit Review Form sent to Trip Lead	Date:
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Appendix 2 – Trip/Visit/Activity Information Sheet

(SECTION 2 – TO BE COMPLETED BY OFFICE)

Has Section 1 (Page 1) been signed by Headteacher (and Chair of Governors if relevant)?	Yes / No
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Coach quotes	Berry's 01823 331356	
	Redwoods 01823 680288	
	Ridlers 01398 323398	
	Other	
Coach company booked (name & date)		
Cost of coach		£
Venue booked (name & date)		
Cost of venue		£
Admin / ParentPay charges p/child		£
TOTAL COST PER CHILD		£
Input on ParentPay? (name & date)		
Hot Meals cancelled? (name & date)		
No. FSM packed lunches ordered		
UIFSM Packed Lunches ordered (name & date)		
Music tuition cancelled (name & date)		
Letter issued to parents (name & date)		
- Date & amount payment due - Payment instalments (if app) – State dates & amounts due		

Appendix 3 – External Visit Review Form



This forms part of the review process following a visit/residential/activity to provide a reflective summary based upon practical experience. Reviewing is an opportunity to analyse and, where appropriate, add value to experiences however 'small' or 'large', 'negative' or 'positive' they may be. The review should be held on record and form a point of reference for future visits.

Date of Review:

Staff/Participants Carrying Out the Review:

--

How were the objectives achieved? (If they were not achieved, why was this?)

--

Transport?

--

Accommodation? (Security, Suitability, Comfort, Hygiene etc)

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Staffing? (Ratios, Training, Appropriate, Own Staff and Provider's Staff)

--

Risk Assessment? *(Have a copy of the previously completed Risk Assessment available for reference. Consider Accuracy, Amendments Required)*

Value/Benefits of the Visit/Residential/Activity?

Promotion of Success? (How will you share the success? Marketing, Photo Board, Local Press etc.)

Finance? (Expenses, Hidden Costs, Bargain Areas etc.)

Incident Management? (If applicable, was the Emergency Contact System Tested?)

Additional Comments

Points which have been identified within this review which you feel other visit leaders/visit coordinators should know about? (These can be forwarded directly to the Outdoor Education Adviser via oea@educ.somerset.gov.uk this can enable further circulation of the information where appropriate)

Appendix 3 – Trip/Visit Preparation Timeline

