



## **South Baddesley CE Primary School – Off-site Visits Policy**

### **Background**

South Baddesley recognises the importance and value of activities that take place beyond the school grounds in supporting both children's learning and personal development.

The school has at least one trained EVC (educational visit co-ordinator) and off-site visits are always approved by the Headteacher. The school follows both national and local guidance provided by 'Hampshire Outdoor Education Services.'

This policy outlines the practices and procedures that are in place to protect the safety of all pupils.

### **Agreeing trips off-site**

All off-site visits have a clear set of objectives that enhance pupils' learning and/or social and emotional development. They are part of planned units of learning.

Before an off-site visit can take place, the leader for the visit completes a pre-assessment of the site. They are then able to complete a generic 'step one' risk assessment before making a decision about completing a 'step 2' risk assessment and adding the visit to EVOLVE.

All visits that are considered 'adventurous' are added to EVOLVE; this includes visits that involve children learning in or near water and all visits to large urban destinations. National guidance (OEAP) and local guidance found in the resources section of EVOLVE are used to support the planning and risk assessment of adventurous activities.

National Guidance can be found at: <https://oeapng.info/>

Before leaving for the visit, all children are briefed about the activities that will take place and the safety procedures. Best practice involves the pupils attending the visit completing a risk assessment prior to leaving. However, this is not necessary for all trips and the visit leader must decide whether to do this.

All residential settings have been approved by HCC and there is evidence of HCC approval through risk assessment and other documentation provided by the centre.

When the school attends a New Forest Sporting event, a generic risk assessment for sporting events has been completed and the site has been approved by New Forest Sports. A 'step one' assessment is then completed for each individual trip and if necessary a 'step two' assessment will be completed.

Where there is a charge for an off-site visit, the charging is in line with DfE guidance as represented in the school's charging policy.

All off-site visits that are beyond normal activities, e.g. they are not regular sporting activities or walks in the local area such as walking to church, are approved by the Headteacher.

Appendix 1: step one risk assessment

Appendix 2: step two risk assessment

Appendix 3: generic sporting event risk assessment

Appendix 4: generic walking in the local area risk assessment

Appendix 5: Headteacher approval form

### **Transporting children off-site**

At South Baddesley, we aim wherever possible to transport children off-site in our school minibus. Where this is not possible we will either:

- a. Hire further minibuses
- b. Hire a coach (the school only uses HCC approved coach companies)

When driving a minibus, all staff must have up-to-date MIDAS training. A training record can be obtained from our Health and Safety Training Manager.

All pupils at SBS have signed a 'Bus Code of Conduct' and failure to comply with this code could mean the pupil cannot be transported on school or public transport for a fixed period of time. Bus Code of Conduct – appendix 6.

The Bus Code of Conduct states that all children must wear a seat belt when travelling on public transport, however, the school does not provide car seats. If parents wish to provide a car seat they may.

<http://www.childcarseats.org.uk/the-law/other-vehicles-buses-coaches-and-minibuses/>

On some occasions we will ask parents to drive small numbers of children. When this occurs, the school checks that the driver has:

- ✓ Business insurance,
- ✓ A full MOT (where appropriate)
- ✓ Valid road tax
- ✓ A driver who has a full driving license that does not have any prosecutions for dangerous driving, including 9 points for speeding
- ✓ Is fit to drive on the day

These checks are recorded on the school driver disclosure application form (appendix 7).

### **Supporting children with medical needs off-site**

The school has a robust policy for managing medical needs; this policy is adhered to when taking children off-site. Annual medical conditions questionnaires (appendix 8) are sent home to all children and Individual Health Care Plans are completed where necessary. These are included on risk assessments for all off-site visits.

Additional medical needs information is collated on the permission slip for the trip and for all residential an additional healthcare form is completed (appendix 9).

On residential visits an adult who has attended medical conditions in school training should attend unless other local arrangements can be made and are identified in the visit risk assessment.

### **First Aid on school trips**

There is one first aider present on all off-site visits. An up-to-date list of school first aiders can be found in the First Aid Policy.

An appropriate number of First Aid kits must be taken out on visits. At South Baddesley we consider this to be 1 kit per 15 children.

All adults attending visits must carry a charged mobile phone and contacts are shared prior to the visit. These contact lists should be shredded after the visit and not retained in individual phones.

### **Managing pupil's behaviour off-site**

Before taking children off-site the following procedures take place:

- ✓ All staff accompanying children fully briefed about the routines and expectations for the day.
- ✓ The School's Behaviour Policy is followed and all adults leading visits have read the guidance notes for managing behaviour in the outdoors (appendix 10 ). This guidance is sent to all staff annually.
- ✓ Individual risk assessments are completed and shared for children who can exhibit challenging behaviour (appendix 11). Any individual risk assessments are also cross-referenced on the risk assessment for the visit.
- ✓ Emergency contact details for all pupils on the visit are taken by the visit leader. These contact details are then shredded after the visit.

### **Emergency Procedures – off-site visits**

For all non-routine off-site visits a 'base contact sheet' is created by the visit leader, appendix

The leader carries this 'base contact' sheet with an 'SBS Emergency Procedures' file. Included in this file are:

- ✓ First Response Telephone Record (appendix 12)
- ✓ Specific group contact list
- ✓ Off-site visit individual Health Care Plans

### **Training for staff**

When necessary whole staff training is provided.

Information and changes in procedures are shared through the weekly whole staff briefing; minutes are taken for these briefings and shared with all staff.

This policy is sent via email annually to all teaching staff and is approved every three years by the Staff and Pupil Well-Being Governor Committee.

**Policy written:** September 2017

**Approved by Governors:** November 2017

**Shared with staff by email:** December 2017

**Date for review:** September 2020