



# Wadham School

## OFF-SITE VISITS AND ACTIVITIES POLICY

Who is Responsible?	Finance and Resources
Statutory Policy?	No
Review Timescale	Every 2 years
Approval Date	January 2020
Next Review	January 2022



Signed .....

Date: .....

## **INTRODUCTION**

Off-site visits/activities for students at Wadham School are arranged by or on behalf of the school, and would normally take place away from the school site. Off-site activities for students can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities should 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 to manage and minimise risk, ensuring the safety and health of all students at all times. Within these limits, we seek to make off-site visits available to all students and wherever possible to make them accessible to those with disabilities. Off-site visits usually take place within the school day, but the school may also organise and deliver off-site activities that take place outside of normal school hours or involve overnight residence away from home.

## **AIMS AND OBJECTIVES**

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our students;
- Provide a wider range of experiences for our students that could not be provided on the school site alone;
- Promote the independence of our students 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.

## **Residential Activities**

Residential visits enable young people to take part in a wider range of outdoor and adventurous activities. Residential visits will 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:** the Business Manager

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Other key stakeholders involved in an off-site activity are listed below. Further guidance on the roles and responsibilities for each stakeholder can be found on the SCC Outdoor Education website:

<https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Organisation%20of%20External%20Visits%20or%20Activities/Roles%20and%20Responsibilities%202019%20version.pdf>

- Governing Body
- Head
- Visit Leader
- Teacher, other staff members
- Students
- Parent/Carer

### **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.

### **CATEGORY A VISITS/ACTIVITIES**

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

**Delegated responsibilities form:**

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor to Head Delegation for Cat A\[1\]%20\(3\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor%20to%20Head%20Delegation%20for%20Cat%20A%20(1)%20(3).doc)

### **CATEGORY B VISITS/ACTIVITIES**

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

### **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 C - Duke of Edinburgh's Award activities

Further guidance on the classification of visits can be found on Page 3 of the **Notification, Approval and Endorsement** document, found on the Outdoor Education website, or via the following link: [Classification of Visits](#)

## **PLANNING A VISIT OR ACTIVITY**

The Visit Leader must ensure that the visit or activity is planned and endorsed by the External Visit Coordinator and Outdoor Education Adviser (if applicable) before the activity or off-site visit commences.

When planning **Category A** activities, a record of the trip or activity is entered on the European Education Consultants website. A record is kept within the school.

**Category B and C** activities are 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://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

## **VISIT PLAN**

The visit plan for intended visits must include the following:

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

## **RISK ASSESSMENT**

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments will 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, companies that have been endorsed by Transporting Somerset will be used wherever possible.

The use of a second support vehicle, where appropriate, will be considered 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.

If using staff vehicles, ensure that [Driver Risk Assessment \(F14a\)](#) has been completed before visit.

Using vehicles belonging to parents is discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) **must** be completed and a DBS check performed before the visit/activity takes place.

### **Communication with Parents**

The parents of young people taking part in an off-site activity will be provided with all appropriate information about the intended visit. Whilst consent is not required for off-site activities that take place during the school day (as these are covered by the permission given by parents at the start of Year 9), parents must give their permission in writing before a student can be involved in any off-site activities scheduled to take place outside of normal school hours or considered to be 'higher risk' e.g. overnight trips, residentials and adventurous activities classed as Category B and C trips and activities.

### **FURTHER HEALTH AND SAFETY CONSIDERATIONS**

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

The School Office must be provided with a list of everyone, students 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 students, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information relating to medical or dietary requirements, and ensuring that students are both safe, well and are always looked after.

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others, the Visit Leader should discuss with the Head Teacher or Deputy Headteacher measures to put in place to enable the student to take part, especially if part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

### **DATA PROTECTION**

Personal data includes information by which an individual can be identified. Items commonly used for off-site visits where personal data may be managed by the school includes:

- Consent Forms (likely to reference names, addresses, dietary and medical requirements)
- Emergency Contact Information
- Care Plans
- Photographs (e.g. of activities that the young people have completed)

Retention and use of this information will only be used for the safety and welfare of the student where consent has been given by the student's parent or guardian. This data will be:

- Stored securely
- Only kept for reasons of student protection and welfare in association with off-site visits
- Will be destroyed once the data is no longer required.

This is consistent with the School's Privacy Policy and Data Protection procedures.

### **ACCIDENTS/INCIDENTS**

In the event of an accident or incident during an off-site activity, the school will follow its own accident or incident reporting procedures. Where significant accidents occur (e.g. hospitalisation of the injured party, major injury etc), the school will record the incident on the EEC Health and Safety Management System, to account for further investigation and possible reporting to the Health & Safety Executive.

### **MONITORING AND REVIEW**

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

An external review form is available on the SCC Outdoor Education website:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR\\_External\\_Visit\\_Review%20\(4\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20(4).doc)

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or before if necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **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/>

Somerset County Council Outdoor Education Website (SCCOEA):

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

# Appendix 1

## Visit Leaders Check List - Planning and Organisation

Having previously obtained permission for your proposed trip from SLT and your curriculum lead:

[NB please endeavour to complete all tasks electronically as we are currently trying to achieve a PAPERLESS trail to save on resources.](#)

### **Start of the Planning Process**

- provide EVC Admin with trip application details including the purpose of visit, clear educational objectives, destination, transport method(s), anticipated staffing and student numbers and a comprehensive itinerary.
  
- trip applications must be submitted to the EVC Admin in a timely fashion:
  - Category A - Day trips 3 weeks in advance (non-adventurous, local activities)
  - Category B - Adventurous, foreign or residential visits 3 months in advance
  - Category C – Duke of Edinburgh’s Awards activities 4 weeks in advance
  - ATD Activities – 4 weeks in advance due to the number of day trips taking place
  
- discuss trip with EVC Leader (School Business Manager)
  
- under **NO** circumstances should staff give out their own personal telephone numbers to parents or students. Therefore, **all** Trip Leaders must book a school mobile phone via the Finance Office. This number must be given to students to use on the day in the case of an emergency. Parents should not have the Trip Leaders telephone number. If a trip takes place within school hours parents should telephone the school if they needed to make contact. If the trip takes place out of school hours Parents should be contacting the Out of Hours contact number.

Please note the school phones cannot be diverted to your mobile number. You **MUST** therefore take the handset with you.
  
- a school DDI telephone number is now the Out Of Hours contact number. If your trip includes hours outside of the school day parents must be given **01460 270 124** as their point of contact. Please explain this number is **ONLY** operational during the trip.
  
- Trip leaders **MUST** arrange with SAT and SEM for call diversions to take place. We will need to know which member of SLT is acting as your Emergency Contact and the relevant dates. The call diversion is then set in school from a handset in the DOL’s office. We **CAN NOT** do this remotely so please ensure you have remembered to speak to us in advance and confirm on the day / preceding day that it has been done.
  
- submit your parental trip letter to the School Business Manager for approval and printing.
  
- ensure cover requests via gold forms have been submitted and approved and that Kym Toms is aware of anyone’s intended absence during a timetabled teaching period.

- ensure you have established any behavioural / SEN needs amongst the group and raised risk assessments accordingly. Please see Jade Noake or Julie Kneafsey to discuss.
- ensure you have established any requirements arising from Student Medical Plans. These are located at  
R Drive \ Teachers \ \_LSD \ Healthcare Plans \ Medical Plans \ 2018.2019  
Please see Jo Taylor to discuss if further advice is required.
- if your trip includes a wheelchair user please ensure speak to Sarah Coombe re washroom facilities required on site (a disabled toilet is not necessarily adequate).

### **Planning and Application Process**

- book your required transport with the Finance Office. If your trip includes a wheelchair user please ensure you have arranged suitable transport with Cathy Bailey.
- let the kitchen know in advance that you are taking a group of students off site (inc. student numbers) so that they can adjust catering / provide packed lunches for free school dinner students
- let staff know in advance that you are planning a trip and students will be absent from lessons on that day (helps avoid trip and exam clashes)
- check all risk assessments and trip application information and ensure that it is suitable and sufficient before our EVC Admin submits the electronic application for approval. Trip Leaders need to provide specialist risk assessments if required and work with the School Business Manager or SENCO to create these.

**Note: Risk assessments should be completed for each activity and in most cases they will be generic. Regular activities, e.g. Coach Travel will be reviewed on an annual basis by the health and safety co-ordinator. Visit Leaders need to ensure that they have looked at the relevant risk assessments for the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completing a new one for each visit.**

### **Week before departure**

- ensure that cover work is in place and Kym Toms is aware of anyone's intended absence during a timetabled teaching period.
- email all staff with a list of students who will be going
- ensure copies of your trip application and approved risk assessments (your Trip Application Pack) are passed to any staff accompanying the trip [PAPERLESS please](#)
- if your trip includes times outside of the school day provide full emergency contact information for students and staff to your nominated **Out Of Hours Contact** (arrange for someone from SLT). You will need to provide them with the names of those on the trip together

with their next of kin information. They will also need a copy of your Trip Application Pack and a copy of the Emergency Contact Info for SCC. **PAPERLESS please** **If this information is not in place a week before hand SLT may cancel the trip.**

if your trip includes times outside of the school day a copy of the emergency contact information and Trip Application Pack must also be left in the Admin Office. **If this information is not in place a week before hand SLT may cancel the trip.** **PAPERLESS please**

when the trip takes place within school hours please still provide a copy of your Trip Application Pack to the Admin Office so they can answer any queries as they arise

**PAPERLESS please**

provide Admin Office with mobile phone contacts for the day **PAPERLESS please**

if your trip involves departures or returns outside of normal school hours please speak to the Site Team to ensure they are aware that there will be activity on site. If needed you can also arrange which areas of the school (classrooms and toilets) need to be unalarmed and open for students and staff.

confirm to School Business Manager and EVC Admin that all of the above have been completed (ie start of planning, planning and application and week before departure sections) by signing, dating and returning this form electronically

I confirm all of the above have been completed, any last minute updates will be given to The Admin Office and Out of Hours Contacts before the trip departure.

I confirm that I will ensure that all checklists containing personal data eg emergency contact lists are destroyed via the school confidential waste service once the trip is completed

Name

Signed

Dated

Trip Title

## Visit Leaders Check List - Final Preparation and Post Trip

### **Day before departure**

- Trip Leader mobile – either collect from the Finance Office and take with you or ask the Finance Office to divert the school mobile number you previously booked to your own mobile. Reminder – diverted phones only forward voice calls not text messages and under **NO** circumstances should staff give out their own personal telephone numbers.
  
- Out of Hours mobile - if your trip includes hours outside of the school day, ask the Finance Office to divert the school mobile number(s) previously booked to your out of hours' contact(s). Reminder - diverted phones only forward voice calls not text messages and under **NO** circumstances should staff give out their own personal telephone numbers.
  
- please take a camera with you so that photos can be taken on the day. Andrew Jackson and Adele Lockie would appreciate these on your return for using on our social media sites, electronic boards, Wadham Words and future prospectus.
  
- please arrange for a student to complete a short write up of your trip within a week of the activity

### **On the day of your trip you will need to**

- ensure relevant risk assessments have been carried out by the Visit Leader before any proposed visit or activity takes place. Refer to your Trip Application Pack.
  
- provide 2 copies of the registers detailing staff and students participating on the day, distributed as follows - to the Admin Office for Attendance Office to complete Attendance records and to Access & Inclusion Team for EDS purposes
  
- ensure you collect the free school meals to take on the trip (or organise their collection on your behalf)
  
- as the designated First Aider you are the person responsible for collecting the First Aid Kit from Adele Lockie, taking it on the trip and returning it to her afterwards.
  
- ensure Admin Office have your full trip information pack to hand
  
- ensure Admin Office have mobile phone contact details to hand

### **Additional requirements that may apply**

- as your trip has an out of hours' departure pls contact your Emergency Contact to confirmation that all anticipated participants (staff and students) are present as you leave Wadham (or detail any amendments) and then contact the school office after 8am to confirm the same (on a working day)
  
- as your trip has an out of hours' return time pls contact your Emergency Contact to confirmation that all participants (staff and students) have safely returned to Wadham and the trip is now complete.

### **After the trip**

- ensure the student you asked to complete a short write up of your trip submits this to you within a week of the activity. Once checked send it to Adele Lockie in readiness for the next Wadham Words and AMJ for social media sites.
  
- The Trip Leader must ensure that all checklists containing personal data eg emergency contact lists are destroyed via the school confidential waste service once the trip is completed.

**Wadham School Trips and Visits - Acknowledgement of Trip Documentation**

Trip –  
 Trip Leader -  
 Date –

County require all Staff and Volunteers who are assisting with a school trip to formally acknowledge that they have seen and understand the contents of key trip documents. Trip Leaders are therefore required to ensure all adults sign the declaration below and return this sheet to Sheila Taylor before the trip departs

**We the undersigned, acknowledge having seen and understood the contents of the key trip documents as detailed below:  
 Please tick each relevant box and then sign and date your record**

	RA	RA Coach Travel	RA Staff Car	Trip Application			Signed – <b>read text in red before signing</b>	Dated