

Title of Policy/Procedure	Off-Site Visits and Activities Policy
Reviewer(s):	Andy Campbell Sammy Edge
To be read in conjunction with the following policies/duties:	BKAT Health and Safety Policy BKAT First Aid Policy Safeguarding Policies BKAT Charging & Remissions Policy BKAT Staff Code of Conduct Pupil Code of Conduct BKAT Volunteers Policy Supporting Pupils at School with Medical Conditions Policy School Behaviour Policy Equality Act 2010 DfE Charging for School Activities
Consultation Process	Policy Review Committee
Policy Date:	June 2022
Review Date:	June 2024
This policy has been ratified by (please delete as appropriate):	<ul style="list-style-type: none"> Risk, Audit, Health and Safety and Premises Committee

1 Introduction

This Policy covers all off-site visits and activities and applies to all schools within The Blue Kite Academy Trust.

Successful trips provide memorable learning experiences for all pupils. The trust and its schools are committed to providing off-site visits and activities as a tool to develop pupils' independent, investigative learning, to build their experience of both their local and wider environments and to support curriculum learning.

2 Legislation & Guidance

This policy is based on [government guidance on health & safety on educational trips](#) and adopts the [Outdoor Educational Advisors Panel Guidance](#) (OEAP) that is recognised as a national standard. Schools should refer to this guidance in conjunction with this policy.

This policy explains how the overall OEAP guidance will be applied in practical terms at a school level, and in particular the roles, responsibilities and arrangements that will apply at each school within the trust.

This policy should be read in conjunction with the Trust's Health & Safety Policy, First Aid Policy, Charging and Remissions Policy, Staff Code of Conduct, Volunteers Policy, and the schools Safeguarding Policies, Pupil Code of Conduct, Supporting Pupils at School with Medical Conditions Policy and Behaviour Policy as well as the Equality Act 2010 and DfE Charging for School Activities <https://www.gov.uk/government/publications/charging-for-school-activities>

This policy is written with due regard for the Public Sector Equality Duty that is placed on all schools. Reasonable adjustments will be made for members of the school community with SEND and protected characteristics and guard against discriminatory practices to ensure no-one is treated unfairly and that off-site visits are available and accessible by all.

3 Roles and Responsibilities

Board of Trustees

The Board of Trustees is responsible for the overall implementation of this policy across the Trust and has delegated the consideration and approval of off-site visits and activities to the Head Teacher of each school within the Trust.

Local Governing Body

The LGB will seek assurances on an annual basis that:

- school leaders follow the BKAT Offsite Visits and Activities Policy
- staff are appropriately trained to carry out their responsibilities regarding an offsite visit or activity
- risk assessments are carried out to make sure the appropriate safety measures are in place

The LGB will also be expected to:

- Report to the Trust Board any concerns relating to an offsite visit or activity
- Review trips to ensure that they are inclusive and in keeping with a broad and balanced curriculum

The Head Teacher

The Head Teacher may appoint or retain the role of Educational Visits Coordinator (EVC).

The Headteacher or their delegated officer, will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with the guidance outlined in this policy, even where this task may have been delegated to another named person
- ensure that all off-site visits, and especially residential visits, are carried out with reference to Safeguarding policies, Staff and pupil Code of Conduct, Medicines Policy, School Behaviour Policy and Volunteers Policy, Health and Safety Policy and First Aid Policy.
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
- ensure that for all off-site visits and activities, risks have been assessed and the significant findings of these assessments recorded and any appropriate safety measures implemented accordingly
- ensure that educational visits and off-site activities do not discriminate on any grounds, including, but not limited to, ethnicity, culture, religion, sex, disability or sexual orientation.
- report to the LGB any off site visits that have taken place (via the Headteacher report) ensuring that the LGB are aware of any residential trips prior to them taking place.

The Educational Visits Coordinator (EVC)

- Although holding overall responsibility, the Head Teacher may delegate specified tasks to a suitably experienced and competent EVC.
- The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training:

The functions delegated to the EVC are:

- to be the principal contact for planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEAP guidance and the Trust's specific arrangements named in this policy

- to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment approved by the Head Teacher
- to provide staff with support, advice and information that they need to comply with OEAP requirements
- to ensure leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEAP guidance
- to ensure appropriate emergency arrangements are in place for visits and off-site activities
- to ensure the staffing ratio is suitable for each trip/visit
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEAP guidance
- to submit a completed Proposed Educational Visit form to the Head Teacher **for approval** at least 3 weeks prior to the trip/visit taking place.
- for adventurous activities, residential and overseas visits already approved by the Head Teacher, submit a completed Proposed Educational Visit form to the Trust Central Team admin@bluekitetrust.org.uk **for review** at least two weeks prior to the trip/visit taking place. The Trust Team will contact the Headteacher within 5 working days of receipt if they have any concerns or require clarification on any arrangements.

Trip Leader

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain the Head Teacher and EVC's approval for the visit in line with OEAP guidance and specific arrangements of this policy prior to undertaking the activity
- assess the risks to staff, pupils and members of the public presented by the visit or activity in order to identify and implement any safety measures
- Ensure any third-party provider/contractor/coach has been vetted for competence in accordance with the requirements of OEAP guidance
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations during the off-site activity. To include sharing of overall risk assessment and specific information relating to pupils within their designated group
- inform parents about the visit and gain their consent if required to the visit and payment arrangements
- establish appropriate emergency and contingency arrangements for the planned visit

or activity which will include the identification of sufficient First Aid cover

- continually re-assess risks during the activity and make adjustments accordingly
- ensure there are emergency arrangements and an alternative plan is in place, if a significant change to the programme becomes necessary due to adverse weather etc.

Adults taking part in off-site visits and activities

- Assist the Visit Leader to ensure the health, safety and welfare of all those taking part in the visit or activity
- Take time before the visit to understand their role and responsibilities whilst taking part in a visit or activity and read thoroughly the approved risk assessment

Administrative staff

- ensure that emergency contact details for all staff and pupils are up to date on the MIS system
- ensure that all training records including any renewal of accreditation is up to date (to include EVC, first aid and administration of medicines)
- ensure that procedures to inform parents of arrangements before and during the off-site visit or activity are undertaken
- ensure that all required consents are received from parents/carers before the off-site visit or activity takes place
- offer the provision of a packed lunch for those eligible for a Universal Infant Free School Meal or benefits related free school meal

Pupils

- Any pupil taking part in a visit must be on roll at the school or on roll at another school within the Trust at the time of the trip or visit taking place
- Whilst taking part in off-site activities, pupils will be made aware of their responsibilities for their own health & safety and that of the group by the Visit Leader or other members of staff. Pupils should:
 - Avoid unnecessary risks
 - Follow instructions of the party leader and other members of staff
 - Behave sensibly, keeping to any agreed code of conduct
 - Inform a member of staff of safety concerns

Parents

Subject to their agreement to the activity parents should:

- support the school's Code of Conduct and Behaviour policies
- inform the Trip Leader about any medical, psychological or physical condition relevant to the visit
- ensure contact details, emergency contact telephone numbers and any medical information is up to date
- ensure that a family member is available in the unlikely event that the trip/visit has to be cancelled or return before the stated return date
- provide payment in accordance with DfE guidance and the Trust's Charging & Remissions Policy.
- alert the school to any relevant recent illness for their child ahead of the visit taking place.
- Ensure their consents regarding emergency medical treatment, and photographs are updated prior to the visit taking place.

4 Risk Assessment

Risk management is a vital part of planning and assessing benefits and risk associated with off-site visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise, but a dynamic process before and during an off-site visit or activity in orders that pupils can be kept safe from harm.

The Head Teacher (or delegated to EVC) will ensure the control measures that apply to all visits and off-site activities are drawn up by the Trip Leader and approved by the Head Teacher or EVC. The approved risk assessment will be brought to the attention of anyone undertaking the role of Trip Leader should they not be instructed to complete the risk assessment themselves.

The school will seek credible assurance of health & safety management systems and risk management processes from any external provider (including transport arrangements) or venue before the off-site visit or activity. This will be incorporated into the school's individual risk assessment before approval by the Head Teacher or EVC.

In following the risk management processes set out in this policy, any significant risks associated with an individual pupil can be identified and control measures can be put in place to manage these risks acceptably. The risk assessment should facilitate planning so that all pupils may be safely included rather than serve as a barrier to their inclusion. However, if the behaviour is associated with a protected characteristic, great care should be taken to ensure that unfair or illegal discrimination does not take place.

Specific medical needs of individual pupils should be carefully considered when undertaking a risk assessment in line with individual care plans and the Medicines Policy. Those pupils with specific medical needs or who require access to controlled drugs must remain in a group led by the Class Teacher at all times.

The risk assessment should include arrangements to ensure that all pupils are accounted for at all times. These can include registration before leaving school, regular headcount, designated groups, pupil ID bands. All adults taking part on the trip must be made fully aware of the expectations of the risk assessment and their role during the visit.

Schools should always ensure that a careful risk assessment process, involving discussion with parents, has been completed. Reasonable adjustments have been considered and put in place and to maintain the safety and wellbeing of all those taking part.

5 Ratios

For Early Years, ratios as set out in [Statutory Framework for the Early Years Foundation Stage](#) must be followed.

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. However, the ratios below are strongly recommended by BKAT:

For Key Stage 1 pupils, a ratio of 1 adult to 6 pupils.

For lower Key Stage 2 pupils, a ratio of 1 adult to 8 pupils.

For upper Key Stage 2 pupils, a ratio of 1 adult to 10 pupils.

Where a risk assessment has identified that the above ratios are not required there must be a **minimum** of 2 staff members per 30 pupils.

For those with EHCP's or with specific identified needs, additional staff members are required over and above the ratios outlined above. These needs should be identified and addressed as part of the overall risk assessment.

Those pupils with specific medical needs or who require access to controlled drugs must remain in a group led by the Class Teacher at all times.

6 Consent

Parents/carers should complete a new starter consent form for trips and visits upon enrolment.

Although the consent of parents/carers is not generally required for off-site visits or activities that take place during the school day, the school will always inform parents/carers in advance of any off-site visit or activity.

Written consent is required for activities of an adventurous nature, residential trips or trips outside of normal school hours.

7 Insurance

Insurance for all off-site visits and activities are provided to all schools within the trust by the [Risk Protection Arrangement](#)

8 Safeguarding

The safety and welfare of all pupils is paramount. In the event of a safeguarding issue or concern being identified during the off-site visit or activity, the Trip Leader should follow the Trust's safeguarding policies and procedures.

The planning process should include the following considerations:

- Safeguarding procedures must be considered as part of the planning process with additional consideration for residential visits. All staff and volunteers on the trip should be made aware of these before off-site visit or activity takes place.
- Liaison with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues before the planned off-site visit or activity and immediately in response to a concern.
- To have access to the DSL (or other nominated person) whilst the off-site visit or activity is in progress.
- Volunteers are expected to adhere to the Volunteers Policy and the required vetting process for volunteers must have been undertaken before the off-site visit or activity. Volunteers that only assist occasionally do not require a DBS check but the school must carry out a risk assessment to ensure they are supervised at all times by a staff member not another volunteer.

9 Action in the Case of an Emergency

The Head Teacher will ensure that emergency arrangements are in place before approving off-site visits or activities. The Trip Leader will identify these arrangements and any contingency plans in the risk assessment process described above. The risk assessment should include:

- Identification of sufficient First Aiders as set out in the Trust's First Aid Policy.
- Out of hours emergency contact details for the Head Teacher and a nominated member of the Senior Leadership Team.
- Any accidents or incidents that occur during off-site visits or activities will be reported and recorded in accordance with the Trust's Health & Safety Policy. Accidents and incidents will subsequently be reviewed by the school and advice sought from the Trust's Health & Safety Lead to identify any learning points.

10 Charges for off-site visits and activities (template wording in annex A)

Please refer to the Trust's Charging & Remissions Policy for further detail and DfE Charging for School Activities <https://www.gov.uk/government/publications/charging-for-school-activities>

Schools may seek voluntary contributions to offer a wide variety of educational opportunities during the school day for all pupils. All requests for voluntary contributions will emphasise their voluntary nature and that pupils of those parents/carers who do not make a voluntary contribution will be treated no differently from those who have.

If the activity cannot be funded without sufficient voluntary contributions, this will be made clear to parents/carers at the planning stage. If insufficient contributions are received, the off-site visit or activity may be cancelled by the Head Teacher.

Charges can be made for:

- activities outside school hours except where required to fulfil statutory duties relating to the National Curriculum or religious education
- Board and lodging charges on residential trips. However, pupils whose parent/carer is in receipt of certain benefits may not be charged for board and lodging costs

11 Monitoring and Review

Ongoing compliance with this policy will be assessed by the operational oversight of the Headteacher and EVC and assessed as part of the Health & Safety audit carried out by the Trust's Health & Safety Lead.

The policy will be reviewed after:

- 2 years
- when there are significant changes to government guidance or the OEAP Guidance
- after a significant accident or incident

Annex A

Suggested wording for letters to parents:

To fund the visit, **we are asking for a voluntary contribution of £?? per child** which is payable on ParentPay. We would be grateful if you could make payment by **Date**. This is a voluntary contribution but please be aware that if we do not have enough contributions to cover the cost of the visit, it may have to be cancelled. If you are experiencing financial difficulties, please speak to **name of contact** in confidence.