

**Egerton Rothesay School**  
**Offsite Visits Policy**  
**October 2016**

**Introduction**

Off-site educational activities and visits form an important and enjoyable part of the curriculum across the school. This policy is designed to enable visits to be organised well and to take place safely.

**Objectives**

The objectives of this policy are to:

- To enable staff to enhance the curriculum of pupils at the school
- To identify the responsibilities of those involved in an offsite visit
- To ensure that every offsite visit is planned and led by a competent and qualified person
- To ensure that all offsite visits are planned effectively
- To ensure that all risks involved in an offsite visit have been considered and reduced to an acceptable level
- To ensure that all external staff who will be in contact with pupils during the visit have the necessary DBS checks.

**Responsibilities**

**Headteacher**

The Headteacher has overall responsibility for ensuring that off-site visits comply with the terms within this policy. In practice, the management of the process is delegated to an Educational Visits Manager (EVM). However, the Headteacher is required to give final approval for an event in advance of it taking place.

**Educational Visits Manager (EVM)**

The EVM is responsible for

- overseeing the effective implementation of this policy, procedures and guidance to ensure that visits are planned well
- ensure that risks have been considered and have been reduced to an acceptable level through the identification of effective control measures
- ensure that all control and safety measures have been put into place.
- Ensure that any member of staff intending to lead a visit has had appropriate training to enable them to plan the visit effectively.

**Visit Leader**

The Visit Leader is the teacher who has overall responsibility for a visit. The EVM will ensure that the Visit Leader is competent and has the experience to lead the visit.

The Visit Leader is responsible for

- ensuring all planning procedures required by the school are followed and completed prior to the visit taking place
- ensuring that all people taking part in the visit are fully briefed and have fulfilled their responsibilities
- maintaining good communication with parents; ensuring that parents have supplied consent for their child to attend the visit and all required information, including contact details and permission for emergency treatment if the parent cannot be contacted
- liaising with and gaining approval from the EVM (and via the EVM from the Headteacher) to enable the trip to go ahead.

**Competent Person**

Every visit will have an appointed Competent Person. In most cases this will be the Visit Leader. However, if, for example, the Visit Leader does not have sufficient prior experience

prior to a visit, the competent person will support them in the planning and delivery of the visit.

### **Supervising Teachers and Assistants**

Any member of staff who is participating in the activity or event must ensure they are fully briefed prior to the visit regarding all aspects of organisation and safety measures that are in place.

### **Pupils**

Pupils will be fully briefed about behaviour and safety measures regarding the visit. They will be expected to abide by the rules and behaviour expectations explained to them.

### **Parents**

Parents will be asked to make an informed decision on whether their child should go on a visit, following receipt of details, to sign a consent slip, to fulfil any financial requirements of the visit (unless otherwise agreed) and to provide any information relevant to the health and safety of their child, including contact details and permission for emergency treatment if the parent cannot be contacted.

### **Bursar**

Ensure that all costs related to the visit have been taken into consideration and accounted for within its planning.

### **Planning Process**

All visits must be planned using the online planning resource EVOLVE.

The Visit Leader must:

- Ensure that the visit fits in with other school events and provide an initial costing
- Ensure that the visit has specific and relevant learning objectives that can only be achieved because of the visit
- Undertake a pre-visit, unless there is good reason not to and this does not create the possibility of unacceptable risk
- Plan the logistics of the visit
- Ensure sufficient adults attend the visit to meet the required ratio of adults to children
- Through liaison with the school's Bursar, ensure that satisfactory CRB checks and any other checks relating to health and safety have taken place for those involved on the visit
- Undertake all required risk assessments and ensure that safety measures have been determined to reduce risks to an acceptable level
- Determine procedures for identifiable emergencies and contingencies
- Through liaison with the First Aid Officer, determine procedures for managing specific medical needs of children and ensure that all first aid requirements are met (note, it is not essential for a visit to have a qualified first aider provided that all potential risks have been considered and effective plans are in place for managing all potential incidents that may require first aid).
- Brief all those involved in the visit regarding its purpose, logistics, expectations on everyone involved
- Appropriate levels of insurance are in place for the visit
- Determine the appropriate transport arrangements and ensure appropriate checks have been made on transport providers
- Ensure that all financial matters regarding the visit are managed satisfactorily
- (If a residential visit) ensure accommodation complies with all health and safety and vetting requirements. (CRB checks are required for all staff and volunteers staying overnight on a visit).
- (If a visit abroad) all aspects of administration relating to travel and entering another country are addressed

- Evaluate the success or otherwise of the visit, including aspects relating to its logistics and health and safety.
- Ensure that all plans have been recorded using EVOLVE and that these have been approved by the EVM and the Headteacher prior to the visit taking place.

### **Duty of Care**

The Visit Leader and all staff involved in the visit have a duty of care in the planning of the visit and for the length of its duration. Therefore the Visit Leader has the duty of care to ensure that:

- All foreseeable risks that may result in injury have been identified
- That steps to reduce a risk have been taken
- That new knowledge about a situation is continually taken into consideration
- That adult: pupil ratios and supervision procedures that have been agreed are adhered to throughout the whole duration of the visit

### **Review**

This policy will be reviewed at least every three years.

Policy approved by: John Bowcock  
(on behalf of Governing Body)  
Date:14.10.16

Next Review (latest):September 2019

## **Appendix 1**

### **People with responsibilities within this Policy**

Educational Visits Manager (EVM): Cherry Martin

Bursar: Cherry Martin

First Aid Officer: Sarah Vest

Headteacher (01442 865275)