

Visits & Off Site Activities Policy

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Name of Responsible Managers	Headteacher, Deputy Headteacher, Education Visits Coordinator
Governors' Sub-Committee	Welfare & Guidance
Statutory/Non-statutory	Non-statutory
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1. Policy Statement

- 1.1 As part of the curriculum, pupils are given the opportunity to go on a number of school visits to stimulate and reinforce a positive attitude towards learning. The purpose of these visits is to create an interesting and relevant curriculum for the pupils by giving them first-hand experience of situations which they are studying. Additionally, school visits can provide the opportunity for the development of personal and social skills in the pupils. Toynbee School has adopted the National Guidance (Outdoor Education Advisor's Panel). This Document is available to all staff via the EVC or the following link: <https://oeapng.info>

2. Aims & Objectives:

- 2.1 To provide curriculum extension.
- 2.2 To provide a range of personal enrichment opportunities which underpin the spiritual, moral, social, and cultural education of our pupils.
- 2.3 To provide the opportunity for pupils to acquire data and other information which they can study back in the classroom.
- 2.4 To provide an opportunity for pupils to experience learning situations first hand which are impossible to provide on the school site, particularly those pupils on Applied courses.

- 2.5 To develop citizenship skills in the local, national, and international community.
- 2.6 To foster positive staff/pupil and pupil/pupil relationships, thereby enhancing the ethos, culture, public identity, and image of Toynbee School.
- 2.7 To improve knowledge of local environment and facilities.

3. **Planning and Implementation for Off Site Visits**

- 3.1 Visits must be planned and discussed in outline, ideally before the beginning of the academic year and be fitted into the school calendar at appropriate times to minimise disruption to the curriculum. Permission for school trips will always be considered in context of the school calendar and curriculum demands. Visits and trips must be self-financing and non-profit-making. Members of staff are advised to discuss financial aspects of their activity with the Director of Finance and Staff and Deputy Headteacher at an early stage in planning.
- 3.2 All staff arranging a visit must familiarise themselves with the contents of this policy and with the “Off-site activities and Educational visits” documentation relative to their role: <https://oeapng.info>.
- 3.3 Risk Assessment and Risk Management are legal requirements and must be conducted in advance of the visit and recorded on EVOLVE. This may be done by a site visit or contacting a school who have recently visited the same site. For all residential and foreign visits, the Hampshire Outdoor Education department must be contacted, particularly if it is a new visit. Once again, staff should consult National Guidance: <https://oeapng.info>
- 3.4 In the case of a new visit abroad, a pre-visit is required, unless stated otherwise by EVOLVE. Whilst accommodation and entry costs are usually offered free of charge by the travel companies, other pre-visit costs such as travel should be included as part of the overall costs of the visit for pupils. Pre-visit dates must be confirmed during the trip approval process.
- 3.5 All arrangements for the visits must be agreed by the Headteacher and Deputy Headteacher. This should be done well in advance of the event, minimum half a term and preferably before the end of the school calendar year so that a full year ahead can be appropriately planned and dates prioritised and approved. In addition, there should be a dialogue with the Trips Link Governor covering new hazardous or residential trips to outline feasibility. The Educational Visits Co-ordinator must be consulted and will assist staff with practical advice and guidance on safety implications and risk assessments.
- 3.6 Visit procedures must be clearly stated in the staff handbook and Hampshire County Council guidelines on safe procedures made available to staff. Copies of the guidelines are

available from <https://oeapng.info>, EVOLVE and from the Educational Visits Co-ordinator (EVC).

- 3.7 Trip Leaders are responsible for entering all off-site visits onto the 'Evolve' System used by Hampshire Outdoors for approving educational visits and sporting activities. www.hampshireoutdoors.com The EVC will have oversight of this process and be the primary contact with Hampshire Outdoors. Supervised off site activities (see Appendix 3) do not need to be entered onto the 'Evolve' System.

Staff must complete 'Evolve' approval forms at least 10 weeks before the off-site visit to allow time for planning, consultation, and feasibility discussions to be undertaken and impact on the curriculum should be minimised;

- 3.8 Staff are expected to acquire suitable training and qualifications to enable them to organise appropriate visits. Staff are to add qualifications to their 'Evolve' profile. No visits should take place without suitably qualified staff being in charge. This also includes 'Midas' training for all minibus drivers. The EVC will carry out an initial check of staff qualifications before the forms are passed to 'Evolve'.
- 3.9 The effectiveness of the various visits will be evaluated by the Trip Leader in conjunction with the EVC and SLT. The Trip Leader will complete the 'Evolve' Evaluation form.
- 3.11 All adults and pupils should be fully briefed on warnings of any hazards prior to the visit taking place and should also be given a clear understanding of expectations of behaviour.
- 3.12 All visits that take place during the school day should be open to all pupils for whom the visit is relevant.
- 3.13 In the case of a trip being oversubscribed, a random ballot will take place to determine which pupils are to be invited on the trip. The trip leader will be responsible for conducting the random ballot.
- 3.14 The school reserves the right not to take pupils on visits whose behaviour in school has been unacceptable, irresponsible or immature on a regular basis, or if the pupil has been involved in a serious discipline incident. If pupils have been involved in an incident out of school which the Trip Leader, or the Headteacher, decides would compromise the safety, security and learning of another pupil, the school reserves the right not to take such a pupil. The final list of pupils taking part in the visit should be circulated to all staff to enable them to inform the teacher in charge of any pastoral or behaviour issues that would be helpful for the staff to know in advance. All pupils and parents will be required to acknowledge that they have read, understood and agree to abide by the Code of Conduct before going on the trip and follow the Toynbee Behaviour Policy.
- 3.15 For trips that are linked to the curriculum and take place during the school day, the school asks for a voluntary contribution from parents to cover the costs of the visit. If insufficient voluntary contributions are received, to cover the cost of the visit, then the school will have to cancel the activity.

- 3.16 All monies for trips should be made via the 'Arbor' payment system. We will try to accommodate parents with a payment plan if required, but all trips must be paid for in full by the published date. If full payment is not received by this time, the school will have no option other than to remove the pupil from the trip.
- 3.17 The school will follow the Charging Policy for school trips as outlined by the Department for Education, '*Charging for School Activities*', May 2018: [Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- 3.18 Procedures for visits are updated on an annual basis and included in the Staff Handbook. The policy is available from the Staff Sharepoint portal or the EVC. Staff should ensure they have read this before planning an off-site visit.
- 3.19 The teacher(s) accompanying the visit will supervise all pupils from the commencement of the visit until pupils are handed back into the charge of the parents on completion. There may be occasions when pupils return to school part way through the day, in this instance pupils will continue with their normal school day.
- 3.20 In advance of the departure date for the visit (a minimum of one week), the Trip Leader should email the following information to:
attendance@toynbee.hants.sch.uk
- The list of pupils due to attend the visit
 - Destination of the visit
 - Time of departure and return
- The Attendance Officer will update Arbor to show the pupils that will be missing.
- 3.21 The Trip Leader should email all staff the day before the visit, informing them of the destination, the time and the pupils that will be missing from lessons on that day.
- 3.22 On the day of the visit, the Trip Leader will register the pupils that are going off site and will email attendance@toynbee.hants.sch.uk the pupils that will be attending the visit.
- 3.23 The Trip Leader must ensure they have access to a mobile phone while taking the pupils off site, if necessary, collecting the 'Trip Phone' from the Educational Visits Coordinator.
- 3.24 In exceptional cases the Headteacher has the discretion to make a contribution through the school hardship fund towards trip payments for pupils. This may be due to family circumstances or exceptional hardship. This relates to pupils who would be unable to take part in a visit which is designed to fulfil a statutory requirement such as the national curriculum, religious education, or the syllabus of a prescribed examination.
- 3.25 All visits will be in line with guidelines as set by Hampshire County Council and the Outdoor Education Advisors' Panel <https://oeapng.info>

- 3.26 Staff pre-visits for off-site trips must be completed in line with the guidelines provide by Hampshire Outdoors and must be arranged at the time of trip approval.

4. Staff and Pupil Ratios

- 4.1 Depending on the type of visit, parents, governors and support staff may be invited to attend school visits in order to enhance the pupil/adult ratio. Such helpers must be appropriately briefed by the teacher responsible for the visit. All adults must have DBS clearance to work with children.
- 4.2 Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. Some employers, guidance documents and governing bodies do set out minimum ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is straightforward, and the group has no specific requirements.

(See Ratios and Effective Supervision Document, National Guidance: Outdoor Education Advisors' Panel, OEAP - Appendix 2)

- 4.3 All residential and foreign trips should include a member of staff specifically identified as responsible for safeguarding on the trip. The member of staff will be responsible for all aspects of safeguarding on the trip, maintaining contact with the Headteacher/DSL as appropriate. The member of staff should hold appropriate safeguarding training. The member of staff responsible for safeguarding must also not be the Trip Leader

5. Procedures for Visits involving Hazardous Pursuits

- 5.1 Planning for Hazardous Pursuits:
- 5.1.1 Where possible, group leaders must have visited areas themselves prior to taking groups.
 - 5.1.2 Local knowledge must be sought in terms of local hazards (e.g. tides, unstable sand).
 - 5.1.3 Suitable clothing must be worn (e.g. suitable footwear and safety helmets on cliffs or excavations)
 - 5.1.4 Each group must have a first aid kit (and emergency asthma inhaler or auto injector where required).
 - 5.1.5 No group may work without immediate supervision unless clear sequential training has been given.
 - 5.1.6 Individual groups in movement must not exceed 20 students.
 - 5.1.7 A throw bag must be carried by qualified leader when groups are working/walking close to water. (Staff overseeing this activity must have an open country award.)
 - 5.1.8 The Trip must have a qualified first aider.
- 5.2 Planning for Open Country Hazardous Pursuits (Pursuits below 381 Metres/1250 Feet)

Definition of Open Country: Please refer to 'Open Country activities and the Outdoor Leader Award' on the EVOLVE website. Open Country Hazardous Pursuits include visits that are:

- 5.2.1 More than half a mile from roads that provide public access for any vehicle. In effect this means that there will be a need to navigate or way-find using marked public footpaths or rights of way.
 - 5.2.2 Close to significant hazards, in particular close to water (stream, river, lake, sea, canal and other waterway); cliffs, unstable ground etc.
 - 5.2.3 Close to any tidal coastal area.
- 5.3 Qualifications required by Leaders of Hazardous Pursuits. Leaders of all Hazardous Pursuits must have one of the following:
- 5.3.1 Award from a national body of the sport concerned.
 - 5.3.2 Certificate of competence issued by the Local Authority.
 - 5.3.3 Letter of recognition issued by the Local Authority.
 - 5.3.4 An in-date lifeguard qualification must be held by the member of staff overseeing or supervising any swimming activity. This includes swimming in the sea.
- 5.4 The Trip Leader will be responsible for entering all residential and hazardous visits onto the 'Evolve' system. www.hampshireoutdoors.com

Residential and Hazardous visit forms will be checked by the EVC, who then submits them to the Headteacher for approval.

The Chair of Governors will provide final approval before residential and hazardous visits sent to 'Evolve' for authorisation.

6 Indemnity and Insurance

- 6.1 Before a pupil takes part in a group activity, his/her parents shall be given details of the proposed activity, but they should not be asked to sign a letter of indemnity. (There may be exceptions to this rule which will be agreed by the Headteacher). For local routine off-site activities parents must be given details of activity. For activities of a more specific nature, written consent must be obtained.
- 6.2 Hampshire County Council insurance is held by the school. A synopsis is available and all information on the EVOLVE website under the guidance section. www.hampshireoutdoors.com

7 Transport

- 7.1 The HR Manager will check that anybody (employee, parent etc) who drives a vehicle to transport pupils has the necessary insurance cover.

8 Arrangements for Emergency Contacts

- 8.1 The Headteacher will delegate to the leader of an activity responsibility for the organisation of out-of-hours contacts, normally two more senior staff in the school. The leader must ensure that the out-of-hours contact persons are appropriately informed regarding the party away and contingency arrangements in the event of an accident. They should include a copy of the Emergency Plan with the contact information.
- 8.2 The school follows the 'Evolve' protocols for managing an incident or accident whilst on a school trip.

9 Data Protection

- 9.1 Documentation provided to staff for the purposes of safely managing the trip (for example pupil lists and medical information) will be issued to the trip leader on a file stored on a mobile phone, which will be password protected. The mobile phone will be returned to the EVC following the trip's completion. All documentation will be deleted in line with the timeline stipulated in the Data Protection policy. The only exception is a trip whereby mobile phone signal may not be accessible (eg Duke of Edinburgh). In this case all staff will be issued paper copies of this information by the Trip Leader. The copies will be returned to the Trip Leader at the end of the trip and disposed of via confidential waste disposal.

10 Record of Groups Off-Site

- 10.1 All adults accompanying the group should have information lists showing the following:
- Their own group responsibility.
 - Who is travelling in which vehicle.
 - Name and telephone number of base contact persons who can be contacted in an emergency. (During the school day School Tel No. 023 80269026)
 - Itinerary for duration of the whole trip.
 - List of all pupils and adults on the trip and their emergency contact telephone numbers, including all relevant medical details.
 - Copy of Serious Accident/Incident procedure and Emergency Leader Cards.
 - Copy of the School Emergency Procedure.
- 10.2 Base contact persons should be available throughout duration of time off-site, including out of school hours. They should be provided with the following information by the EVC
- Names of all pupils and adults participating in the trip.
 - Distribution of adults and pupils, if in separate groups or vehicles.
 - Itinerary.
 - Names and telephone numbers of travel company including any coach company.
 - List of all home contact for pupils and adults, including all relevant medical details.
 - 'Evolve' Emergency Contact for Residential Visits and for Hazardous Pursuits.
 - Copy of the School Emergency Procedure.
 - Name and telephone number of all other contact staff.

- 10.3 The Headteacher may modify the detail for very local and routine activities, but there must be a clear record of who is off-site and with whom.

11 Coach and Minibus Travel

- 11.1 Current legislation requires all coaches to have seat belts fitted. In all vehicles it is the responsibility of the Party Leader or supervising adult to ensure that seat belts or lap restraints are in use at the start of each part of the journey and after stops. All minibus drivers should be MIDAS trained. Adults travelling on a school trip should base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

- 11.2 The Toynbee Minibus will be maintained in line with the Health and Safety Policy.

12 Recurring Activities

- 12.1 For activities occurring regularly through a term, with the same staff, only one set of application forms need be submitted to 'Evolve'.

13 Monitoring Offsite Activities leaders/Trips EVOLVE

- 13.1 Toynbee School uses, in line with Hampshire County Council guidance, the 'EVOLVE' online school trip planning form. 'EVOLVE' is a vital source of information for the school and its future running of school trips. The purpose of 'EVOLVE' is to:
- Record trips taken
 - Monitor and review practice
 - Provide vital information for trips in the future
 - Covering: Individual Responsibilities
 - Approval systems Planning and managing visits and ventures
 - Risk Assessment and familiarity with sites/places and activities
 - Supervision requirements
 - Equal opportunities
 - Parental forms/Contact/Medical information/Consent
 - Child Protection
 - First Aid/Aiders
 - Financial considerations
 - Transport Accident
 - Incident and Emergency Procedures and not forgetting the students themselves.
- 13.2 Unless otherwise agreed by the Headteacher, all authorised off site school trips must have the 'EVOLVE' form completed in order for the trip to proceed. 'EVOLVE' does not need to be completed for all routine PE sports fixtures or similar short activities where pupils are supervised by a member of staff.
- 13.3 The process for taking pupils off site for a short activity where pupils are supervised by a member staff (for example a PE Fixture, visiting another school, or walking to a destination

in the local area) is outlined in Appendix 3. The same processes for staffing ratios and parental contact apply as for Off Site visits.

14 Risk Assessment

- 14.1 The Trip Leader must complete a risk assessment specific to the Off Site Visit. The risk assessment must be entered on to the 'Evolve' system by the Trip Leader. The EVC will retain oversight of this process.

15 Governors Monitoring

- 15.1 The Trips Link Governor will conduct an annual monitoring visit. This will involve meeting with the EVC and sampling trip documentation and procedures.
- 15.2 The Chair of Governors will approve all trips involving hazardous pursuits and overseas trips.
- 15.3 The Off-Site Trips Policy will be reviewed by the Trips Link Governor with the Senior Leadership Team.

Linked Policies:

Behaviour Policy

Data Protection Policy

First Aid

The Appendices to this Policy are:

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| Appendix 1 | Toynbee Visits Form – can be accessed via the Staff Sharepoint |
| Appendix 2 | Ratios and Effective Supervision Document - National Guidance: Outdoor Education Advisors' Panel (OEAP) |
| Appendix 3 | Process for taking pupils off site for a supervised activity |