



**WEST HOVE
INFANT SCHOOL**
.....
A family of friends



Hove Learning Federation

OFF-SITE VISITS POLICY

Amended: Summer 2024

Adopted by the Full Governing body:

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

Our Aims

Hove Learning Federation understands that off-site visits and trips are effective ways of learning, motivating pupils and providing unique educational opportunities. The school aims to ensure that children are given opportunities to develop their knowledge and skills in a practical setting.

Risk Assessments

If an off-site visit is proposed, permission must be sought from the Headteacher or one of the Educational Visit Coordinators (EVC) and the off-site visit checklist (**Appendix 1**) completed.

A risk assessment for each element of the trip must be completed and checked with the Educational Visits Co-ordinator. In most cases this will be one month prior to the date of the proposed trip. (See **Appendix 2**)

All risk assessments for trips need to be uploaded to EVOLVE <https://evolve.edufocus.co.uk> with the relevant additional details required i.e. staffing, itinerary etc. In most cases, this will be the responsibility of the trip leader / year leader.

Risk assessments for non-hazardous trips need to be approved by the Headteacher or Head of School. Hazardous trips must also be approved by the Local Authority via EVOLVE. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers.

The trip leader should share the risk assessment with any other staff/volunteers on the trip and a copy should be taken on the trip.

Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our schools are committed to implement. These are to be adhered to as a minimum unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes – 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:12
- Adventurous activities -1:10
- Residential visits – 1:10
- Visits abroad 1:10

If a child with identified special needs and an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Adults specified for an SEN pupil should not be included in the overall ratios above.

Consent

As identified in National guidance, 'Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc.' (Education Act 2002 section 29). However, where activities are deemed as higher risk or take place outside of the normal school day, additional consent will be sought from parents/carers. At Hove Learning Federation,

parental permission must be obtained for all off-site activities. For local visits this will have already be attained by the office at the beginning of the year.

Procedure

Please see Appendix 1 'Offsite checklist' and In the event of an emergency please refer to the **OFF-SITE EMERGENCY GRAB PACK**

Prior to Visit

The trip leader will visit the establishment before taking the children. Even if the venue has been used previously, the leader will visit the establishment again or phone the establishment to ascertain that everything is the same. Any relevant Brighton and Hove guidance including 'Off-Site and Adventurous activities Guidance' (currently V13.6) must be read before the outing takes place and this guidance adhered to as well as school guidance.

Staffing

There should always be a minimum of two members of staff on any offsite visit. One member of staff must be a teacher. There must be one group leader (usually the teacher). If possible, the group leader should not be responsible for a group of children in case he/she needs to co-ordinate an emergency. All parent volunteers / adult helpers must complete the 'Medical Consent Form' (Appendix 3b). When two or more classes go off-site to the same place a more experienced member of staff must always accompany a newer member of staff. Mentors should discuss policy and practice fully with ECTs before the trip.

The use of cars

There must be at least 2 adults in the car with a child. If parents are to drive children to the establishment then they must have 'fully comprehensive' insurance and include 'business cover'. No private cars to be used unless driver has 'business cover'. ***Parental consent is needed for any child who is being driven by a parent.*** It is our responsibility to check that parents have the correct insurance cover, MOT, license and tax certificate. They must be DBS checked, the car must have seatbelts and only the correct number of children to seatbelts is allowed. Seatbelts must be worn. They must complete a 'Transporting Pupils by Private Car' form **Appendix 5**). Appropriate child car seats must be used where needed.

Toilet Trips

When children use the toilets whilst on a school outing, two adults must be present both of which must be DBS checked. (This is to protect both the child and the adults).

Photographs

Photographs may be taken for educational purposes. Recognisable photographs of children are regarded as personal data and are subject to data protection law. Parental consent is normally required for their use.

Insurance

Appropriate insurance cover must be in place. All external providers must have £10 million public liability insurance. This must be checked during the risk assessment process.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip may have to be cancelled. All payments are made online via the school website.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips.

Parent/Carer Volunteers

When organising an off-site visit school staff may ask for parent/carers support. Hove Learning Federation very much appreciates and values parent/carers volunteers on school trips – in many cases it would be difficult to organise visits outside school without parent volunteers.

The trip leader will establish how many adults are needed on a trip in line with the ratios set out in the off-site visit policy and the trip Risk Assessment. The trip leader will then send out a request for volunteers, if required, along with information about the off-site visit.

Before volunteering all parents/carers need to be aware that the main duties of adults helping on an educational trip or visit are to:

- Ensure the safety and security of pupils
- Engage with pupils to enhance their learning experience
- Help all pupils participate fully and independently in all activities.

Therefore all parent volunteers must commit to working within the guidelines provided (see Appendix 3) and adhere to the trip risk assessment.

Parent and carer volunteers should be DBS checked where possible. If they do not have a current DBS check they **must not** be on their own with children at any time and must be supervised by a member of staff at all times. This is generally if the trip is a short outing in the local environment where the class is led by the teacher and remains together at all times.

Parent/Carer volunteers need to be aware that:

- All children need to be treated equally and fairly. Parents may not always have their own child in their group. The trip leader / class teacher is responsible for all pupils and will lead the routines and expectations for the day. All volunteers should ensure they and their group follow all instructions.
- The class teacher is responsible for ALL first aid and medication. If there is a medical or other emergency, volunteers should let the class teacher or trip leader know immediately and follow

their instructions. The class teacher is responsible for contacting the school in emergency situations.

- Volunteers need to stay with their group at all times during the trip and ensure their close supervision.
- Volunteers should not provide food or drinks to children nor should buy gifts for individual children or groups.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If a volunteer has any problems or queries concerning the trip, these should be directed in the first instance to the class teacher or trip leader. Information seen or heard whilst on a school trip must not be shared with friends, family or other parents.

Adult places on a visit may be limited by a number of factors including ticket availability, cost and seat availability on the coach and it is not always possible to take all those who wish to volunteer. Where there are more parent volunteers than needed, the trip leader must decide who to ask to accompany the visit. In making these decisions:

- Regular parent volunteers in school and/or those who currently hold a DBS check will be prioritised
- Trip leaders will aim for a balance of experience amongst volunteers where possible
- The trip leader / EVC needs to be confident of the volunteer's suitability to support a school trip and adhere to the guidelines above. Any previous concerns around inappropriate language or behaviour around children will be taken into consideration
- The trip leader / EVC needs to be confident that the volunteer will act in the interests of all children on the trip and not give undue favouritism to their own child
- If there are any current disputes between the parent/carer and school that could impact on relationships during the school trip it may be deemed inappropriate for the parent/carer to attend

Unfortunately, there will be occasions when the trip leader / EVC declines to accept the help of a parent / volunteer if he / she believes that it will not be in the best interests of the children or the school community. The overriding concern of the school has to be the safety and wellbeing of all children.

Behaviour on school trips

Hove Learning Federation's Positive Relationships Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

It may be reasonable to exclude a child where their behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the Visit Leadership Team. When a child is excluded on these grounds, we will always consider providing alternative ways of achieving the same learning outcomes.

Disability Equality Statement

Hove Learning Federation is committed to promoting Disability Equality and equality of opportunity for pupils with learning difficulties. When considering off-site visits, we will make reasonable

adjustments to promote equality of opportunity between disabled and non-disabled pupils so that all pupils can attend all off-site visits e.g. activities will be adapted, extra adult support will be provided, alternative transport considered or the itinerary adapted (either the group's or individuals). Individual adjustments will be recorded on the risk assessment as appropriate.

Training

All staff will receive appropriate induction training and will read, understand and agree to follow the school off-site visits policy. Experienced staff, Year Leaders and Phase Leaders will lead on educational visits and will receive appropriate training in school to be able to do so. Where possible, as many staff as possible who are involved in a trip will be involved in the risk assessment process including a visit to the venue to identify risks as part of the planning process. Each site has a trained Educational Visit Co-ordinator (EVC).

Appendix 1:

Off-site visit checklist

In advance any trip the trip leader is responsible for:

- Completing a risk assessment for every element of the trip.
- Uploading the risk assessment and other relevant information onto EVOLVE (N.B. if it is a trip out of B&H or involves PE/ adventurous activities on or off site this **must** go onto the EVOLVE site with all relevant info for both Headteacher and Local Authority approval).
- Ensuring the correct ratio of adults:
- ❖ Reception classes – 1:4
 - Years 1 – 3 - 1:6
 - Years 4 – 6 - 1:12
 - Adventurous activities -1:10
 - Residential visits – 1:10
 - Visits abroad 1:10
 - LSAs providing 1:1 support cannot be included in the general adult help ratio
- Ensuring there is a qualified First Aider to accompany the children on every element of the trip.
- Ensuring that the kitchen staff have been informed if children will be off-site over lunch and any other outside agencies due to be working with the children.

Before going out on the trip remember to:

- Prepare pupils for the visit. Ensure you discuss the purpose of the visit, behaviour, clothing needed and anything else felt appropriate.
- Prepare SEND / Autistic pupils with visual support, social stories as required.
- Meet with adult helpers, provide a copy of the risk assessment and talk through the day including safeguarding measures.
- Take children's medication including inhalers and be aware of children who carry Epi/Jext pens.
- Ensure any staff or adult volunteers also have their medication where appropriate
- Have a register.
- Take a Mobile Phone and ensure you take with you the **OFF-SITE EMERGENCY GRAB PACK.**
- Ensure all staff wear a high visibility jacket.
- Ensure you have a fully equipped first aid kit and sick bag.

During the trip:

- Be wary of changing activities or travel arrangements on the day without full awareness of all Health and Safety issues.
- If circumstances or events are not as expected the trip leader should carry out a dynamic risk assessment keeping the safety of all pupils and adults foremost.
- Telephone the school office / key contact for further advice if needed during the trip.

On return to school after the trip:

- All accidents and incidents must be recorded and reported. These must be reviewed to identify any learning points. Results must be fed into the next risk assessment if the activity is likely to be repeated.

Appendix 2:

Notes on writing a risk assessment:

A risk assessment must be completed as part of the planning process and needs to be finalised before children leave the school grounds, even if they are only going to be walking around the local area. This must be given to the EVC at least one month before the visit. A generic risk assessment can be formulated called 'Walking around the local area' for example so that members of staff do not have to repeat the process time and time again. (Model Risk Assessments are available on EVOLVE).

1. If a risk assessment has been completed for a previous outing to the same establishment then this can be reviewed, taking into account any changes since the last visit and the context of the new group of children / staff. Ensure that any experiences from the previous visit inform the reviewed risk assessment.
2. If using an outside venue or provider ensure you also ask for a copy of their risk assessment.
3. Risk assessments need to be 'reasonable' e.g. you can't plan for every risk/hazard. They do need to include SEN and medical needs and how they will be addressed.
4. Risk assessments need to cover each element of the trip e.g. school to coach, coach journey, the venue, and include and 'down' time e.g. lunch or breaks.
5. Control measures will need to be understood by all those attending the visit, i.e. pupils, parent helpers, support staff etc. A meeting prior to the visit is necessary. Children and adults should be made aware of the risk assessment.
6. It is recommended good practice to have a Plan B if Plan A is abandoned. This will need to be risk assessed also.
7. It is good practice to show your risk assessment to other members of staff. The Education Visits Co-ordinator MUST see the assessment prior to going.
8. When you get back from the visit, review the risk assessment to see if you need to add anything for the following year. Keep records of near accidents to inform future risk assessments.
9. Risk assessment must include specifics in relation to disability equality. E.g. A child who may behave inappropriately, a child who is disabled or has special educational needs. No child will be barred from attending an off-site visit due to any of the above as appropriate adjustments will always be made e.g. activities will be adapted, extra adult support will be provided.

Appendix 3a:

Helpful guidelines for Parent/Carer Helpers accompanying children on School Off-site Visits

N.B. Please make sure you have read the school's risk assessment.

Before the Trip

- Teachers/Staff will ensure you are properly and fully briefed beforehand.
- Please check if there is anything do not understand beforehand and during the trip
- Please ensure you have the names of all children in your group
- Please ensure you have completed the form contained your personal information in the event of an emergency (N.B. these forms are shredded after the trip)

Behaviour

- Children will be expected to behave in an orderly, polite and socially acceptable manner at all times. Please seek support from a staff member if required.
- Adults should be as positive as possible with the children reinforcing good behaviour.
- Adults must refrain from using inappropriate language, smoking or using mobile phones for personal calls in front of the children.

Toilets

- Two adults must accompany children into the toilets.
- If male public toilets cannot be checked, then boys must use female toilets.

Walking

- When walking along the pavement, children must walk in pairs.
- Adults should be stationed along the crocodile, walking between the children and the road.

Crossing the road

- Whenever possible, an established crossing point will be used.
- If this is not possible, the teachers will organise a safe crossing.

Clothing

- Children should not wear badges etc identifying their name.

Packed Lunch

- Where packed lunch is taken on a school trip, all rubbish is to be disposed of on site of trip if possible.
- Please do not buy anything for any of the children in your group.
- Please do not let the children swap food or drink.
- Please get the children to wash their hands before eating if possible.

Hot weather

- Please encourage all children to wear sunhats and drink regularly.
- Please do not put sun cream on the children but explain how they should do it.
- Please do not let the children share sun cream in case another child is allergic to the ingredients.
- Encourage children to take off their sweatshirts if wearing.

Travelling by coach

- Please ensure that the children have their seatbelts on.
- Please ensure that the children do not have any food or drink whilst on the coach.
- Please exit the coach before your group and help them off the coach.

General

- Please conduct regular head counts.
- Please read the schools risk assessment before leaving the school premises.

WHEN IN DOUBT, CHECK WITH CLASS TEACHER OR ANOTHER MEMBER OF STAFF.

Appendix 3b

OFFSITE ACTIVITY MEDICAL AND CONSENT FORM

For staff and volunteers

Full Name Of Establishment/Project		IMPORTANT The parent or guardian must complete this form if the participant is under 18 years of age and by the participant if he/she is over 18 years of age.
Name of Participant	Male/Female	Data Protection Act 1998
		Your details will be kept within the records of the Establishment. We will keep your records to inform you of any subsequent trips/activities that we feel may be of interest to you. We may contact you from time to time, but we WILL NOT pass your details on to any other organization. You can have your details removed at any time by contacting us.
Address of Participant		During the course of the trip/activity there may be times when photographs are taken of young people for publicity reasons. If you do not wish photographs to be taken of the young person named above, please tick this box: <input type="checkbox"/>
Telephone Number (incl. STD)		
Participant's Date of Birth		
Contact for Next of Kin (Name and Address)		Details of last tetanus injection:
		OR
		Have you had one in the last 10 years?
Next of Kin's Telephone Numbers (incl. STD):		YES/NO
Home		

Work		
Mobile		
Relationship to Participant		
Contact for Doctor (Name and Address)		
Doctor's Telephone Number		

<p>Do you consider that you have a disability?</p> <p>Please circle as required:</p> <p>None</p> <p>Dyslexia/Learning Difficulties</p> <p>Blind/Partially Sighted</p> <p>Deaf/Hard of Hearing</p> <p>Wheelchair Use/Mobility Problems</p> <p>Need Personal Care or Assistance</p> <p>Mental Health Difficulties</p> <p>Unseen Disabilities eg. Diabetes, Allergies, Epilepsy, Asthma or Heart Condition or other disability not listed above (please state)</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Please give details of any current medical treatment including medication:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Have you had a recent flare up? If yes, then please provide a fit to travel note from your GP</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Details of any special dietary requirements or dislikes:</p>	<p>To which of these groups do you consider you belong? (Please tick one box)</p> <p>White <input type="checkbox"/> Black <input type="checkbox"/></p> <p>Asian <input type="checkbox"/> Mixed <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Other</p>
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STATEMENT

I ACKNOWLEDGE RECEIPT OF AND UNDERSTAND THE INFORMATION REGARDING THE PROPOSED VISIT/ACTIVITY TOAND CONSENT TO

..... PARTICIPATING. I have ensured that my child/I understand(s) the information below and for his/her/my safety and for the safety of the group that any rules and instructions given by staff are obeyed.

I understand to inform the leader of any changes in the fitness of the participant/myself prior to the date of departure.

I am in agreement that those in charge may give permission for the participant/me to receive medical treatment in an emergency.

Signed: (Parent/Guardian/Participant)

Date:

I understand that for the groups and my own safety, I will understand to obey the rules and instructions of members of staff.

Signature of Participant:

Date:

PLEASE RETURN THIS FORM TO THE GROUP LEADER AT THE ESTABLISHMENT

Appendix 4a:

West Hove Infant School TRIPS TIMELINE & PROTOCOLS FOR OFF SITE VISITS

WHAT	WHO	WHEN	NOTES
BOOKING VENUES	Year Leaders	September/October or earlier if possible	Trips as follows: YR: Summer 1 'Paradise Park' Y1: Summer 2 'Woods Mill' Y2: Spring 2 'Drusillas'
BOOKING COACHES	Finance Assistant	September/October or earlier if possible	See above
CREATING LETTERS TO PARENTS/CARERS	Year Leaders	YR: Spring 1 Y1: Spring 2 Y2: Autumn 2	
SENDING LETTERS TO PARENTS/CARERS	Office Admin staff at each site	Letters must be sent as follows: YR: Spring 1 Y1: Spring 2 Y2: Autumn 2	Parents MUST be given a term's notice for payment purposes.
ADD PAYMENT OF TRIP TO PARENT PAY	Office Admin staff	See 'sending letters to parent/carers' above	Parents MUST be given a term's notice for payment purposes.
GENERIC RISK ASSESMENT	Year Leaders	6 weeks ahead of trip	
INDIVIDUALISED RISK ASSESSMENTS	Class teachers	As above	
ORGANISING FIRST AID COVER	Year Leaders	6 weeks ahead of trip i	This can take some organising so please leave plenty of time to do this.
EVOLVE	Year Leaders	1 month ahead of trip	
COMPLETION OF VOLUNTEER INFORMATION SHEET	Class teachers	2 weeks ahead of trip	

(Staff, students and volunteers)			
SHARING RISK ASSESSMENT WITH TAs, INAs, students and volunteers	Class teachers	Day of trip	*Must be anonymised for parents/carers. *All volunteers to sign they have read and understood the R/A.
EVALUATION OF TRIP AND RISK ASSESSMENT	Year Leaders	Within a few days of trip while fresh in your minds	*Amend R/A if required *Liaison with finance assistant where feedback is needed to coach company/venue etc.

Appendix 4b:

Hove Junior School TRIPS TIMELINE & PROTOCOLS FOR OFF SITE VISITS

WHAT	WHO	WHEN	NOTES
BOOKING VENUES	Year Leaders	September/October where possible No later than 6 weeks prior to the trip	
BOOKING COACHES	Bronya	As advised by trip leader once the venue is confirmed	
WRITING LETTERS TO PARENTS/CARERS	Year Leaders		
SENDING LETTERS TO PARENTS/CARERS	Office Staff at both sites		Parents MUST be given a sufficient notice for payment purposes.
ADD PAYMENT OF TRIP TO PARENT PAY	Bonya		
GENERIC RISK ASSESSMENT	Year Leader / Trip Leader	6 weeks ahead of trip	
INDIVIDUALISED RISK ASSESSMENTS	Class teachers	As above	
ORGANISING FIRST AID COVER	Year Leader / Trip Leader	6 weeks ahead of trip	
EVOLVE	Year Leader / Trip Leader	1 month ahead of trip	

COMPLETION OF VOLUNTEER INFORMATION SHEET (Staff, students and volunteers)	Class teachers	2 weeks ahead of trip	
SHARING RISK ASSESMENT WITH staff, students and volunteers	Class teachers	Just prior to the trip	*Must be anonymised for parents/carers. *All volunteers to sign they have read and understood the R/A.
EVALUATION OF TRIP AND RISK ASSESMENT	Year Leader / Trip Leader	Within a few days of trip while fresh in your mind	*Amend R/A if required *Liaison with finance assistant where feedback is needed to coach company/ venue etc.

Appendix 5

Declaration for parents transporting pupils during school hours (other than their own children)

To be completed by the parent annually

- I have no endorsements or points on my licence/*have declared any points on my licence and the reasons for accruing them (delete as applicable).
- My car carries current insurance, which is renewed annually, and I have checked with my insurance company that my insurance covers transporting young people on a voluntary basis.
- The road fund licence (car tax) is current and always renewed.
- The vehicle is regularly serviced, kept in safe running condition and has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate its insurance.
- All passengers will have and use a seat belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company (remuneration would be construed as being for "hire or reward" - a separate insurance classification).
- I have a minimum two years' driving experience.
- I understand the Council's policy that use of any mobile phone (hand-held AND hands-free) is prohibited whilst driving.

I understand that I must meet the requirements set out in the above statement.

I will inform the school should there be any changes to the information given above e.g. points on licence.

***Additional information**

.....
.....

NAME

SIGNED

DATE

To be completed by the school

(optional)Enhanced DBS with Barred List check completed and satisfactory

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Form approved

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Note: parents must have given permission for their child to travel in a staff car or another parent's car for a school organised event.