

BEREWOOD PRIMARY SCHOOL



Off-Site and Residential Visits Policy (Educational Visits)

Autumn 2025

Revised by School	September 2025
Responsible Person	Headteacher
Responsible Committee	Full governing body
Ratified by GB	September 2025
Next Review	September 2026

OFF-SITE AND RESIDENTIAL ACTIVITIES POLICY

Introduction

At Berewood Primary School we believe that pupils derive great educational benefit from taking part in visits with their classmates as part of their curricular provision. Such visits may include residential activities, environmental studies, sports, curriculum based studies, physical and cultural activities. They enrich our children's experiences and deepen their understanding of events, places and people, and help to meet the schools aims.

In particular:

- To encourage the development of the whole child
- To encourage the enquiring mind and promote opportunities to develop new skills and knowledge
- To use every opportunity to engender an appreciation of what is beautiful and worthwhile, both within the classroom and in the wider context of the school.

The value of off-site activities is well recognised by the Governing Body. The Educational Visits Co-ordinator (EVC) and/or the Headteacher reports to the full Governing Body at least once each year, ensuring that the culture of safety is maintained and the need for careful planning and adherence to statutory procedures is secured. Off-site visits are well managed, information is communicated and responsibilities recognised.

Legal requirements

This policy document supplements and follows the guidance and advice contained within the following publications:

- Hampshire County Council's Regulations for Educational Visits and the use of EVOLVE and national Guidance: See: <https://www.hants.gov.uk/educationandlearning/participation-lifelong-learning/educational-visits>

- Departmental advice on health & safety for schools, regularly updated.

See: <http://www.education.gov.uk/aboutdfe/advice/f00191759/departamental-advice-on-health-and-safety-for-schools/key-points>

- Department for Education advice on 'Legal Duties and Powers For Local Authorities, school leaders, school staff and governing bodies, available at:

<https://www.gov.uk/government/collections/statutory-guidance-schools>

- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths available at:

<https://www.hse.gov.uk/education/school-trips.htm>

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to:

- Assess the risk of activities
- Introduce measures to control those risks
- Tell their employers about these measures

Duties that apply to all school visits and are under the Health and Safety Legislation state that employees must:

- Take reasonable care of their own and other's health and safety
- Co-operate with their employers over safety matters
- Inform the employer of any serious risks

Roles and Responsibilities

The **Governing Body** must satisfy itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential or hazardous must be approved by the Governing Body and Hampshire via the Evolve website.

The **Head teacher** is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through the Evolve website.

Furthermore the Head teacher will:

- Ensure adequate child protection procedures are in place
- Approve the group leader for every visit, ensuring that they have experience in supervising the age groups going on the visit and will organise the group effectively
- Ensure that DBS disclosures are in place where necessary
- Plan and prepare the Emergency Plan

The **Educational Visits Co-ordinator** is the Deputy Headteacher. They are responsible for ensuring that all off-site activities follow the correct procedures.

The EVC will:

- Approve the group leader for every visit, ensuring that they have experience in supervising the age groups going on the visit and will organise the group effectively
- Monitor the written risk assessments to ensure good practice
- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers, including the use of mobile phones.
- Ensure that Vetting & Barring Scheme / Criminal Records Bureau disclosures are in place where necessary
- Arrange an Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near misses”
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the HCC policies for Learning Outside the Classroom.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- Non-teacher supervisors on the visit are appropriate people to supervise children
- The pupil:adult ratio is appropriate (Years R 6:1, Key Stage 1 8:1, Key Stage 2 12:1)
- The LA and Governing Body (for hazardous, and residential visits), and / or Head teacher has approved the visit
- All documentation is in place, with an agreed itinerary and contact numbers
- All documentation is regularly monitored
- Consent forms have been completed
- Adequate first aid provision is available
- Appropriate arrangements for medical, behavioural and special educational needs have been implemented
- All visits are evaluated and reviewed for safety and curriculum issues
- Lists of all adults and pupils on the trip are available to the school contact, the group supervisors and group leader

The **Group Leader** is responsible for identifying the purpose of the visit and following the procedures outlined in Evolve. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and attached to the EVOLVE visit form.

This will take account of:

- Generic risks as published in this document; the HCC Outdoor Employer Guidance for Educational Visits; Safety in Adventurous Activities Guidance and the use of EVOLVE
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.

- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

The group leader must ensure that:

- The Head teacher's approval for the visit has been given
- The LA guidelines and school policy is followed
- A pre-visit to the site has been undertaken, where the venue is being used for the first time, and subsequently as necessary
- Child protection issues are addressed
- A full risk assessment has been completed and all necessary measures put into place
- All supervisors are fully aware of what the proposed visit involves and all risk assessments
- Parents are informed of the visit in order for them to make an informed decision on whether their child should go on the trip or not
- All planning and preparation for the visit, including briefings, is completed
- A deputy is appointed
- The Evolve website documentation is completed and a copy given to the school contact and each group supervisor as required
- Group lists, medical forms and consent forms are completed and available on the visit
- Arrangements for medical, behavioural and special educational needs have been implemented
- Group supervisors roles are clearly defined and all tasks assigned
- The ratio of adult to child is appropriate
- All supervisors have the school contact information and emergency procedures
- First aid provision is in place
- Plan B has been considered
- All SEN, SLT, office and other staff are informed of times of visits which will affect other provision
- Timely notification for parents ordering school dinners has been given
- The school diary is up-to-date with visit dates and times
- A financial account and costs for the trip have been made
- All children know what is expected of their behaviour during the educational visit.

The **Office Staff** are available to support the administration of an educational visit, and will keep account of monies collected. Copies of letters sent and permission slips are available electronically and can be up-dated by administrative staff. The school has a separate policy on charging for activities, which also applies to educational visits.

The **pupils** are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.

Volunteers attending school trips, including parent volunteers, agree to:

Follow the directions of staff and act accordingly

Behave appropriately and model good behaviour for pupils

Report any concerns to the trip lead or other staff present as soon as possible

Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

All group leaders will familiarise themselves with the published advice and guidance.

Further information is available from the Evolve web-site (www.hampshireoutdoors.com).

Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Office.

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sport matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent: The school requires all parents to complete an annual consent form for local trips and visits that do not include use of transport or have a raised level of risk. Specific consent is sought for all additional off-site visits. Copies of pupils' emergency contacts must be available for the Emergency Contact and the Group Leader to take on the visit.

Evolve Visit form: An Evolve visit form must be completed on line for all off-site educational visits, for all residential visits and for those that are either visits abroad or for adventurous/hazardous pursuits. Out of county visits are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing Body's approval. School Journey Insurance is covered by the arrangements in place as an Academy within the University of Chichester Academy Trust. Off-site group leaders should check to see if such cover is already being provided by a tour operator, or external provider. A refund may be possible.

Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit is possible, within 28 days, through the EVOVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.

Risk Assessment forms should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.aala.org.uk). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.



Berewood Primary School

Guidance for parents & carers who support on school trips

We are very grateful to parents/ carers who support Berewood Primary School by when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead.

This is intended as a common sense guide and is not exhaustive. Always remember that if you are unsure about anything, feel free to ask a staff member, they will be happy to guide you.

There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. We thank all parent helpers and volunteers for observing the following points:

- ✓ Mobile phones must be switched off and not used at any period during the time with the children.
- ✓ Parents or other helpers will not escort any child or children to the toilet without a member of staff.
- ✓ Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.
- ✓ No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school camera only. All photographs will be checked by the school before they are published or used.
- ✓ Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.
- ✓ You may become aware of information about children that is confidential or private to the child and their family. Please respect the children's privacy and do not disclose this information to other community members.
- ✓ Any conversation regarding information that you have gained from being in the school as a helper, or accompanying children on a trip, if discussed outside, is a breach of confidence. Even quite innocent comments can be misunderstood by others. It is therefore important to remember to keep information that you hear or see as entirely a matter within the school.
- ✓ The children are expected to be respectful to everyone in our community. If you find any child disrespectful, remain calm and polite yourself and inform the child that their words or actions are inappropriate. It is also helpful to remind them how to behave in an appropriate manner. If this does not result in a positive change of behaviour, ask a staff member to assist you. No pupil will be permitted to continue activities supported by parent helpers unless they maintain a respectful and safe attitude.

In the event of an emergency

The team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader.

They will follow the instructions given by the team leader and will act to promote the safety of all children and adults.

In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. The school will seek advice from the University of Chichester Academy Trust and Hampshire County Council publicity and legal departments as appropriate. Additionally, advice may be sought from Hampshire Police. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Role and responsibility of supporting adults
- Any particular needs of individual children or group of children
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of who the team leader, first aiders and road crossers are
- Notification of appropriate clothing to be worn (as appropriate)
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and/or staff, where necessary
- Expected level of behaviour and an awareness of the school professional Code of Conduct

CHILD PROTECTION SUMMARY

This summary sheet is for staff and other volunteers who work in the school to support our children. Please read this sheet as it contributes to our commitment to safeguarding and promoting the welfare of pupils.

As an adult working in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the

Designated Safeguarding Lead (DSL), Mrs Megan Carter, Miss Laura Annalls, Ms Sally Nelson or Mr Andrew Gubbs or on the trip, to the trip leader

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental

- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the DSL.

If a pupil talks to you about (discloses) abuse you should

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL or deputy DSL without delay
- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL (there are green forms available to support this in the staff room)

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the head teacher, and if it relates to the head teacher, to the Chair of Governors

Remember – share any concerns, don't keep them to yourself

This school has a safeguarding policy and more detailed procedures on child protection are available from the DSL or on the school website.