



Chantry Community Primary School

Off-site Activities and Educational Visits

POLICY

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1 Introduction

This policy applies to most situations where adults acting in the course of their employment take responsibility for children and young people taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

The Value of off-site activities and educational visits is well recognised by the Governing body and leadership team of Chantry Community Primary School. School trips provide a great opportunity for pupils to gain such experience and face a range of challenges that can contribute significantly to their personal development. School trips can also make a major contribution to the acquisition of knowledge and development of skills and enable a greater understanding of their learning journey.

1. Chantry Community Primary School, provides a number of offsite activities and educational visit opportunities for all young people within the establishment. These include the Year 6 Residential Trip (PGL), museum visits (e.g. Natural History Museum, Bexhill) and Zoos (e.g. Drusilla's) etc.
2. The benefits of Learning outside the classroom are fully understood by Chantry Community Primary School and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.

Employer policy and OEAP National Guidance

The safety of pupils and staff on offsite visits is paramount and Chantry Community Primary School, will follow Employer policies ([ESCC Offsite Visits Policy 2017](#)) and OEAP National Guidance.

In the event of a conflict between employer policy, establishment policy and National Guidance then Employer policy must be followed and clarification sought from the EVC or management.

2 Roles and Responsibilities

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school. It is critical that employees understand “who is my employer”.

Employers, have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers
- the health and safety for all young people for whom the Director of Children’s Services is responsible under the Children Act 2004.

The establishment needs to ensure that roles and responsibilities are clearly set out. There should be a named Governor or Trustee to take responsibility for Offsite Activities and Educational Visits. The Educational Visits Coordinator (EVC) should be named and have received training to ensure they can fulfil their role.

EVC’s at Chantry Community Primary School will have:

Experience/ practical leadership

Experience of leading visits

Status to guide working practice

Role	Responsibilities
Governors	<ul style="list-style-type: none">• Knowledge of who the employer is.• Ensure there is a policy in place for offsite activities and educational visits.• Ensure there is a trained EVC in place for the establishment.• Ensure there are training opportunities provided.• Ensure the establishment has a visit approval procedure in place and follows ESCC policy for approving visits.• Ensure there is a monitoring system in place.• Ensure visits support the principles of inclusion.• Can have a read only access on exeant to have an overview of all the offsite visits taking place.• Ensure a Health & Safety Governor is appointed
Head Teacher	<ul style="list-style-type: none">• Offsite activities comply with ESCC policy and National Guidance produced by the OEAP.• Visits receive appropriate approval before they take place.• Ascertained that all staff involved in offsite visits are competent to carry out their role.• That there is a designated EVC that meets employer requirements and has undertaken training.• Suitable safeguarding procedures are in place, including vetting at an appropriate level of all voluntary helpers.• You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated.• Ensure visits support the principles of inclusion.
Educational Visits Co-ordinator	<ul style="list-style-type: none">• Should have experience off leading visits, or qualifications or leadership experience. They should be an experienced visits leader.• Should have received EVC training.• Supports staff to ensure visits are planned and prepared appropriately following ESCC Offsite Activities and Educational Visits Policy 2013.• Ensures staff have access to training to support their role in Offsite

	<p>Activities and Educational Visits.</p> <ul style="list-style-type: none"> • Approve visits that comply with establishments and ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately.
Visit Leader	<ul style="list-style-type: none"> • Must have experience of leading offsite visits. • Must be inducted by the establishment and have knowledge of the establishment's and ESCC policy and procedures for offsite visits and crisis management. • Be approved as competent by the establishment. • Liaise with the EVC. • Plan and prepare for the visit in advance, including the risk assessment, ensure it is in line with ESCC policy and the establishment policy. • Define the roles and responsibilities for other staff and parent volunteers on the visit. • Evaluate the visit and report and record any accidents and near misses.
Assistant Visit Leader	<ul style="list-style-type: none"> • Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities that have been assigned. • Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management. • Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader. • Contribute to the visit evaluation, and reporting and recording of accidents and near misses.
Parents	<ul style="list-style-type: none"> • Must provide the school with emergency contact number(s) on admission and keep school updated should this change. • Sign the consent form on admission for local trips and give consent via parentpay/reply slip for other trips and residential trip. • Give the group leader information about their child's emotional, physiological and physical health which might be relevant to the visit.
Volunteers	<ul style="list-style-type: none"> • Read and sign volunteer guidelines (appendix D). • Follow guidelines and instructions set out by visit leader • Follow school safeguarding procedures
Children	<ul style="list-style-type: none"> • Must not take any unnecessary risks. • Follow the instructions of the leader and other supervisors including volunteers and those at the venue of the visit. • Dress and behave appropriately and responsibly • Look out for anything that might hurt or threaten themselves or anyone in the group and inform the group leader or supervisor.

3 Establishment Specific Procedural Requirements

At Chantry Primary School all trips are requested by the class teacher (trip leader) via the School Trip Request Form, which is approved by the Headteacher prior to going ahead.

- Class teacher to discuss the trip with the EVC who will, if necessary add the trip to EXEANT.

- Trips will be planned for the term ahead, and allow the EVC time to review trip request form, and review the adults/ratios needed for the trip.
- Class teacher to then arrange the trip as per the guidance on the School Trip Request Form. No non-returnable financial commitment should be agreed until all relevant approvals have been gained.
- The class teacher will complete the risk assessment and supply to EVC at least a week prior to the trip taking place.
- The class teacher will request a letter from the school office via the School Trip Request Form to advise parents. All payment and permission is requested via Parentpay. Except in the instance of the residential trip where ESCC Parental Permission Forms must be completed.
- The trip leader will complete a pre-trip briefing with all adults attending, including any parent helpers/volunteers. This will include a read through of the risk assessment, group details (including first aid, medical/dietary and behavioural details) and guidelines form for the volunteers.
- The Trip leader is to ensure the group check in with the school/Headteacher, when they arrive at their destination, when they are leaving the destination and if the school is closed, when they arrive back at school/parent collection point.

4. Induction, Training, succession planning

NQT training will be via mentoring and running trips alongside experienced visit leaders. All training is recorded and training is sourced via ESCC including Exeant and risk assessments for visit leaders.

Chantry Primary School has two EVC's to ensure smooth succession planning is allowed for.

5. Risk Management and Assessment

Chantry Primary school have a generic risk assessment which covers all local, walking visits within Bexhill. This has been approved by ESCC EVC and is followed by all trip leaders. All adults attending the trip will assess the risk assessment for their trip and sign to say they have read/understood the assessment.

Copies of this risk assessment are attached in appendix C and copied onto Exeant, along with the trip detail sheet. The trip detail sheet will include all group specific info (including medical/dietary details) and visit specific details normally provided for on the risk assessment.

All other trips outside of Bexhill require a trip specific risk assessment to be completed by the visit leader and signed off by the EVC.

Off-site visit Risk Assessment forms should be completed for all aspects of the visit e.g the journey, activities and down time if a residential. Several example risk assessments are available for transport and regular visits. Signed risk assessments are kept in the School Business Manager's (SBM) office. External providers may have their own risk assessments that will need to be seen by the group leader.

The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the children/young people are wearing seat belts. Minibuses must only be driven by trained staff.

6. Assessing venues and Providers

All trip leaders will complete a pre-site visit to assess safety, transport, venue and learning journey specific objectives.

When arranging residential visits the school will ensure that only providers that hold the LOTC quality badge will be considered. The use of the provider statement, use of pre visits, insurance requirement and waivers will be taken into account prior to final decision.

7. Using Volunteer helpers

Volunteer helpers will only be used when necessary, staff will be used as a priority. The school will ensure that if the volunteer helper is regular then only enhanced DBS cleared volunteers will be used. The school will always try and use DBS enhanced volunteers, although on occasion it may be necessary to use a parent as a helper for one-off visits.

Volunteer helpers will be given a 'Guideline' document to read and sign prior to the trip. Please see appendix D. A volunteer will not be asked to be an assistant trip leader, staff will be on hand to supervise and assist volunteers.

8. Inclusion

It is our policy that all young people have the entitlement to participate in all visits. In some cases reasonable adjustments will be required. The school may source additional information from SENCO, TA's, DSL. Parents/carers, medical professionals, the provider. In some circumstances it may be necessary to ask a child's parent/carer to assist by attending the trip. For further information please review our SEND Information Report.

9. Behaviour

The staff and adults will follow the school's [Behaviour Policy](#) during the visit. Children are expected to follow the same rules in school and follow all instructions given. Should any serious behaviour occur the group leader will contact the Headteacher/school and the child may be removed from the trip.

10. Insurance

Chantry Community Primary School is covered by ESCC Travel School Journey insurance, which is an optional additional insurance the school renews each year.

11. Finance

If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits (including residential visits) may be charged for.

12. Emergency procedures and incident reporting

Visit leaders will have a mobile phone. In an emergency situation the group leader will contact the Headteacher/School, who will follow the school [crisis management procedures](#) and reporting processes.

13 Establishment Templates

Appendix A – School Trip Request Form

Appendix B – Ratios for off-site visits

Appendix C – Checklist for Group Leaders

Appendix D – Volunteer Guidelines

14 Generic risk assessments for local, regular visits taking place during school hours

Appendix E – Chantry Risk Assessment for Bexhill local trips

Signed(Chair of Governors)

Signed(Headteacher)

Date

School Trip Request Form

Class / Group _____ Lead Teacher _____

Date of request _____ Visit to _____

Dates of visit (Preferences) _____ KJ/NV School diary check? Yes/No

Dep. time _____ Ret. time _____

Curriculum areas covered / reason for trip (info. required for letter)

Pre-visit venue completed? Yes/No Date _____

Authorisation to commence trip organisation – Headteacher: _____

Does it affect Music lessons in school either whole class or individual Yes/No
(if yes, please ensure you let music teacher & parent know)

Is it within your TA's normal working hours Yes/No
(if no, please liaise with SBM and TA to swap hours)

Total number of children _____ Number of helpers required: _____ (see ratios overleaf)

Adult Helper & DBS Y/N	Adult Helper & DBS Y/N
1.	5.
2.	6.
3.	7.
4.	8.

Has the Lead Teacher informed all members of staff participating in the trip Yes/No

Special arrangements for individual children (incl. Medical & behaviour & named support adult):

Child	Reason for support	Named adult supporting

Trip specific confirmations:

<i>Applies if box is white – tick to confirm complete</i>	Bexhill Visits	Other visits
Group leader completed Risk Assessment		
All adults to read Risk Assessment		
Adults to sign risk assessment to acknowledge understanding		
Adults to receive visit briefing – day before visit		
Adults to sign trip detail sheet to acknowledge understanding and confirm RA has been read		
EVC entered trip onto EXEANT		
EVC agreement for trip to commence		

Office

Venue booked _____ Coach booked _____

Head teacher aware Y/N Cost £ _____ Subsidised Y/N (PFF?)

Letter to parents Y/N Date _____

Kitchen advised Y/N

Packed Lunches ordered Y/N

Booking details:-

Adult signatures for Bexhill Visits:

Staff/Pupil Ratio

YR	5
Y1-Y3	6
Y4 – Y6	10/15

Appendix B – Ratios for off-site visits

Activity	Qualifications/ staffing	Ratios	Notes
Local visits – in the local area, close to support at the base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required, unless in exceptional circumstances	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6	A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults. Leaders should reflect the gender of the group.
Day visits – more than 60 miles or one hour from base	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6	
Residential visit, UK or abroad, and visits abroad	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support a minimum of two leaders required	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10 pupils in school year 4 upwards These ratios do not include the centre/ residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2. Leaders must reflect the gender of the group.

Off-site Activities and Educational Visits Checklist.

This check list should be used in conjunction with the East Sussex Off-site Activities and Educational Visits: Regulations and Guidelines (OAaEV)

1. Is there an identified group leader who meets the definition of a leader in the OAAEV? ☐
2. Is there a clearly identified purpose and specific objectives for the visit? ☐
3. Is there an identified location for the visit which suits the purpose? ☐
4. Have the risk assessments been written for:
 - a) the journey(s) ☐
 - b) the down time if necessary ☐
 - c) the activities if necessary ☐
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAAEV? ☐
6. Have the plans been discussed with your EVC and approved by the Headteacher? ☐
7. If the visit is hazardous according to the OAAEV, and/or residential and/or abroad, have the plans been approved by the Governors using Appendix 3 from OAAEV at least seven weeks before the visit? ☐
8. Are the staff and volunteers suitably qualified and competent? ☐
9. Have CRB checks been carried out if required (essential for residential visits)? ☐
10. Are the staff/children ratios acceptable according to the OAAEV and for the activities proposed? ☐
11. Does the gender of adults reflect the pupils' gender (essential for residential)? ☐
12. Has a preliminary visit been made? ☐

13. Has parental consent been obtained? ☐
14. Have the staff and volunteers been made aware of the children's dietary and medical needs? ☐
15. Is a first aider and first aid kit available? ☐
16. Is insurance arranged where necessary? ☐
17. Have EHIC cards been acquired for visits to Europe? ☐
18. Has appropriate legal transport been arranged? ☐
19. Have adequate arrangements been made to finance the visit? ☐
20. Have all the children been properly briefed e.g. clothing, significant hazards rendezvous points, groups, behaviour? ☐
21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures? ☐
22. Has an emergency contact person been arranged through the establishment who has copies of the children's and visits information? ☐
23. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using Appendix 3 from OAaEV, at least six weeks before the visit? ☐
24. Have other staff who will be affected by the visit been notified? ☐
25. Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser? ☐



CHANTRY COMMUNITY PRIMARY SCHOOL

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Fax: 01424 819945

e-mail: school@chantry.e-sussex.sch.uk

website: www.chantry.eschools.co.uk

Headteacher: Mrs Rebecca Reed BA (Hons) Ed



Dear Parents, Carers and Helpers,

Thank you so much for volunteering your time to support our children. It has such an impact on their learning and sense of achievement and we are extremely grateful for all you do.

We have decided to make sure we all have a clear picture of how to help our children and professionals, as well as clarifying the expectations for all adults working and volunteering here. Please also be aware that if you have a child in our school you may be asked to work in a class different to theirs. This is because we allocate helpers according to need, and mix adults up sometimes to ensure all children are getting the benefit of the support available.

Once again, many thanks for your support with the children's learning and development. We hope you enjoy spending time with the fantastic children we have at Chantry.

Please read the guidelines, sign the slip to show you understand and return it to the office.

Guidelines:

1. While in school and on trips adult helpers will observe the expectations of professionalism including appropriate attire, language, behaviour and interaction with both adults and children.
2. As with all adults within a school environment, anything observed or heard is strictly confidential and should not be passed on in discussion with parents or people outside of the school staff. This includes information from or about children (including behaviour and how this is managed), what occurs within classrooms or how teachers interact with children.
3. As with all adults within a school environment, social media and networking sites should not be used to pass information from or about children (including their behaviour and how this is managed), adults working within the school or elements of the school day.
4. Personal mobile phones must not be used in or around school and taking photos is strictly prohibited, this includes whilst on school trips.
5. On School trips, should you have a concern or a question please direct this in the first instance to the adult leading the party so that any queries can be resolved, answered or referred there and then. We would also ask you to ensure that you treat all children in your party in the same way (i.e. please do not show your child preferential treatment such as buying them a gift or ice cream)
6. The adults have worked hard to put together a fun and learning rich day for the children. Please do all you can to support them as part of the team to make the day as stress free for all children and adults involved.

I understand and agree to abide by the above guidelines.

Print Name:

Signed:



Appendix E – Chantry Risk Assessment for Bexhill local trips

Risk Assessment for Chantry walking trips to Bexhill

Section of Visit	Significant Hazards with Potential to cause harm	Control Measures	Likelihood	Severity	Risk Rating
Sites/Environment/Places Being Visit Walking sites within Bexhill, including but not limited to: Beat the street Bexhill Hospital Christchurch – Springfield Road St Peters Church JJ's Park St Richards Schools Glenleigh Park School Bexhill Academy Bexhill College Bexhill Beach De La Warr Pavilion Bexhill Museum Egerton Park Manor Barn Buddhist Centre Orchard House Care in the Community Bexhill Fire Station Barrack Park St Mary Magdalene's Church	Water: Ponds, sea (waves)	Appropriate supervision; student briefing	1	5	5
	Weather: Sunshine, wind, rain, snow	Obtain weather report: Appropriate clothing; hat; raincoat; drinking water; sunscreen, shade, rest stops	4	1	4
	Animals: Dogs off lead, bits/stings	Appropriate supervision; student briefing; knowledge of any allergies in group	3	2	6
	Traffic: Crossing roads, walking alongside roads	Appropriate supervision; student briefing; use of high vis jackets for adults (front & back, chn to wear if dull or bad weather)	1	5	5
			4	2	8
			2	2	4
			1	5	5
	Trips/Falls: Kerbs, steep slopes, grassy banks, uneven ground	Appropriate supervision; student briefing			
	Members of the public: Strangers, crowded areas, becoming lost or separated from the group	Staff politely challenge members of the public if required; adult supervision			
	Fire/emergency evacuation	Knowledge of evacuation procedure at venue (pre-site visit, receipt of venue risk assessment)			
		Lead teacher to have mobile phone and store other staff and school numbers in phone. All teaching staff to have lead teachers and school phone number stored.			

Activity Arrangements	Park Equipment: misuse, falling off, sharp edges	Pre-visit check, first aiders (& kit) knowledge of nearest medical facilities;	3	2	6
		Obtain weather report, pre-visit student briefing; parent letter; event arranged for a different day	3	1	3
	Clothing: Inappropriate footwear, clothing	Pre-visit check, pre-visit student briefing, knowledge of evacuation procedure.	2	2	4
		Pre-visit student briefing, behaviour expectations, first aiders, appropriate supervision.	2	4	8
	Hospital: Fast moving vehicles, trolleys, adults. Areas out of bounds.	Lead teacher to have mobile phone and store other staff and school numbers in phone. All teaching staff to have lead teachers and school phone number stored.			
Transport	Walking: Children wandering off, misbehaviour	Pre-visit student briefing, behaviour expectations, first aiders, appropriate supervision. Lead teacher to have mobile phone.	2	1	2
	Emergency collection in staff car	Clear understanding of the route by all adults Hi-vis jackets to be worn at least by front/back and middle of group. All to wear if dusk or darker weather. If due to unforeseen circumstances child/ren need to be collected by staff car – if injured to ensure driver plus 2 nd adult in attendance (first aider if possible)	1	5	5
The Group	Please see individual trip details sheet attached.	Pre-visit student briefing, behaviour expectations, first aiders, appropriate supervision. Named support adults on detailed trip sheet. Ratio check. Lead teacher to have mobile phone. First Aid	3	2	6

		kit and individuals medication inc. asthma inhalers and epipen (dates to be checked prior to leaving on the trip); healthcare plans to be read/understood.			
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Persons at risk	Students, staff, volunteers, members of the public, staff and children in other schools.
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NOTE THE FOLLOWING

Ongoing risk assessment – the most essential element: *1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required*

Alternative Plan
Trip cancelled or date changed

Emergency Contact Information and Procedure

Mrs Becky Reed – 01424 211 696

ESCC Incident Reporting –

8.30 – 17.00: 01273 481316

17.00 – 8.30: 01273 819179

LIKELIHOOD/ SEVERITY	Minor Injury (1)	Injury/Ill Health (2)	Over 3 Day Absence (3)	Major Injury (4)	Disability or Death (5)
Very Unlikely (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
Unlikely (2)	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM
Likely (3)	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
Very Likely (4)	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
Almost Certain (5)	5 LOW	10 MEDIUM	15 MEDIUM	20 HIGH	25 HIGH

Risk Rating	
Low 1-8	Probability for minor accidents; non disruptive damage to equipment or property. Requiring long term action by management.
Medium 9-15	Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management.
High 16-25	Probability for loss of life, serious injury; damage to equipment or property. Requiring immediate action by management.

The risk matrix identifies the likelihood from unlikely to almost certain and the severity low – extreme, use this to risk rate each hazard.

Visit Leader Signature	
Date	