



SHAPWICK SCHOOL

'The same road by different steps'

OFF-SITE VISITS POLICY

This document forms part of Shapwick School's Health and Safety policy

Review: 31 August 2019

SHAPWICK SCHOOL
OFF-SITE VISITS POLICY

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OFF-SITE VISITS POLICY

This document forms part of Shapwick School Health & Safety Policy.

1. Introduction

For the purpose of this policy, Shapwick School has adopted the term 'off-site visit' to describe any educational or recreational activity organised by the school which takes place beyond the boundaries of Shapwick School's main premises. Off-site visits may include:

- educational trips to places of cultural, historical or environmental significance;
- recreational trips to places of interest, leisure or entertainment;
- outdoor adventure activities including Duke of Edinburgh;
- overnight stays and residential visits in the UK
- visits abroad.

Shapwick School recognises the importance of effective health and safety management and as such this policy forms part of the Shapwick School Health and Safety Policy and Safety Management System. This policy is written with full regard to:

- National Guidance produced by the Outdoor Education Advisors panel ([OEAP](#))
- DfE Guidance: Health and Safety Advice on Legal Duties and Powers
- DfE Guidance: Keeping Children Safe in Education 2015

2. Driver and Vehicle Policy

Shapwick School provides comprehensive guidance on all aspects of driving on school business in the Shapwick School Driver and Vehicle Policy. Issues addressed include:

- Responsibility for safety
- Driver assessment and competence
- Drivers' licenses
- Maintenance of vehicles
- Passenger safety and seating arrangements
- Route selection
- Driving hours and restrictions
- Mobile telephones and communication; and
- Emergency procedures.

All staff involved in visits off-site must have read, understood and accepted both this Off-Site Visit Policy and the Driver and Vehicle Policy. All staff driving young people, in any vehicle, must have completed the online assessment and licence mandate process.

3. Aims of Off-Site Visits

The aim of any off-site visit will depend on whether it is an education or recreation-based activity. However, the broad aims of our off-site visits are:

- To expand the horizons of young people, opening their eyes to the wonders of areas such as art, heritage, culture, adventure and the natural world;
- To enhance curricular opportunities and provide access to life-changing educational and social experiences beyond the classroom;
- To promote the independence of our pupils as learners, and enable them to grow and develop in new learning environments;
- To give all young people the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally.

4. Roles and Responsibilities

The names of persons responsible for off-site visits are outlined in Appendix 2

4.1 Health, Safety and the Facilities Manager

Whilst the overall responsibility for health and safety at Shapwick School rests with the Advisory Board responsibility for all day-to-day health and safety matters has been delegated to the Facilities Manager. The responsibility for all off-site visits sits with the Educational Visits Coordinator.

The role of the EVC in respect of off-site visits is to:

- Act in accordance with DfE guidance;
- Ensure visits are planned and delivered with due regard for current legislation and best practice;
- Liaise with the school's management team to ensure that all relevant staff receive appropriate training in accordance with their roles and responsibilities;
- Deliver suitable training to staff to enable them to discharge their duties in respect of off-site visits;
- Be available to provide advice, support and guidance to any staff planning an off-site visit;
- Externally vet visit planning and risk management for Level 2 visits (higher risk) including sign off; and
- Independently verify compliance through participation in off-site visits.

4.2 Head Teacher

Whilst oversight of all off-site visits has been delegated to the EVC, all educational visits must be agreed by the Principal or deputy in their absence.

The role of the Principal is to ensure that:

- the off-site visit complies with all Shapwick School policies and procedures;
- the Visit Leader has sufficient experience and training to manage the group safely and effectively;
- a risk assessment has been completed and appropriate safety measures put in place;
- the ratio of staff to young people is appropriate;
- travel times out and back are known, and a contingency plan exists for any delays; and
- all necessary documentation has been completed appropriately.

The role and responsibilities of the Principal may be delegated to the Headteacher as appropriate for all Level 1 off-site visits.

4.3 Visit Leaders

The Visit Leader has overall responsibility for the supervision and conduct of the visit and should have been approved by Principal. All Visit Leaders must have completed the Off-Site Visit Training provided by the EVC.

The Visit Leader must:

- follow all Shapwick School policies and procedures including the Driver and Vehicle Policy;
- undertake and record a comprehensive risk assessment of the off-site visit, and where using a standing assessment ensure they, and accompanying staff, are aware of its contents;
- seek authorisation for the off-site visit before it takes place;
- ensure that other staff are fully aware of the nature of the visit, their specific responsibilities and the findings of the risk assessment;
- ensure that the appropriate qualifications are held by staff or third-party providers for the activity proposed;
- ensure that young people are briefed on the nature of the activity, expectations of their behaviour and any specific health and safety messages;
- ensure that the ratio of staff to young people is appropriate for the needs of the group;
- practice dynamic risk assessment throughout and stop the visit if the risk to the health and safety of the young people or staff becomes unacceptable;
- ensure that consent has been obtained for every young person on the visit; and
- ensure that appropriate first aid provisions are in place and that any required medication has been collected and checked before the visit leaves site.

4.4 Other Professional Staff Incl. Teachers

All members of staff have a responsibility to adhere to all Shapwick School policies, procedures and guidance.

- Staff should also be aware of their statutory obligations for health and safety placed upon them under the provisions of the Health and Safety at Work Act 1974 viz. it shall be the duty of every employee while at work:

- To take reasonable care for the Health and Safety of her or himself and of other persons who may be affected by their acts or omissions at work;
- To co-operate with the employer in the implementation of statutory Health and Safety requirements when required to do so;
- To ensure that they do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions
- To report any equipment defects, potential hazards or accidents which occur in the workplace via their line manager; and
- To follow the employer's training and procedures.

These duties apply in all circumstances where a member of staff acts in their capacity as an employee of Shapwick School both in school, and on off-site visits. Staff are also reminded of their legal obligations associated with the common law 'duty of care' they owe towards the young people and staff of Shapwick School.

5. Classification of Off-Site Visits

The following types of visit have been defined in order to identify the level of risk control, parental consent and managerial accountability required. A list of what are deemed to be higher risk activities can be found in Appendix 1.

Level 1	For visits carried out wholly during the school day or care hours	
Notice Period: minimum 1 hour	Risk: Low – Medium	Distance: day trip only
Examples include: local educational visits, off-site independence, walking trips and participation in sporting activities/events (including swimming at a lifeguard-supervised pool)		
Parental Consent:	Consent sought during initial admission procedures, email notification of visits planned.	
Risk Assessment:	Off-Site Visit Form and Risk Assessment (Appendix 3) completed by Visit Leader.	
	Pre-defined risk assessment for company vehicles and general issues.	
	Providers' risk assessment (where available)	
	Pre-visit or discussion with staff who have previously visited location	
Approval:	Annual approval at the start of every academic year by Principal	
	Day-to-day approval by Principal or Headteacher	
Notification:	Email or verbal notification to Headteacher prior to departure	

Level 2	Low to high risk visits involving residential or foreign travel and day visits involving higher risk activities (as defined in Appendix 1).	
Residential: min. 3 -12 months* Higher risk: 1 week – 1 month**	Risk: Low - Medium - High	Distance: unlimited

*Residential trips - 3 months. Foreign travel - 12 months' notice

**Higher risk activities: Repeated/regular activity - 1 weeks' notice, unique 1 months' notice

Parental Consent:	Informed signed consent required for each visit with updated medical information/consent form
Risk Assessment:	Off-Site Visit Form and Risk Assessment completed by Visit Leader supported by EVC
	Pre-visits are required unless provider is a LOTC Quality Badge holder. Foreign travel must be conducted using recognized travel specialists.
	Full paperwork from all providers required with comprehensive risk assessment for all activities.
Approval:	Visit approved and signed off by Principal on receipt of completed risk assessment and plan. All paperwork required 10 days prior to departure.
Notification:	Advanced notification to Principal at planning stage using visit approval form. Signed visit approval form, must be in place before any visit is booked.

The LOfC Quality Badge is a nationally recognised indicator of good quality educational provision AND effective risk management. For more information visit www.lotc.org.uk/

6. Off-Site Visits Procedure

It is the belief of the school that all staff should be encouraged to organise and take young people on off-site visits. The planning procedures, outlined below, are designed to ensure that the following standards are adhered to:

- Visits are of a suitable social, educational, recreational nature;
- As far as reasonably practicable the safety of both staff and young people is assured;
- Informed consent for visits is always sought;
- The visits are financially sound;
- That all young people have equal access to off-site opportunities; and
- Senior staff approve all visits.

To ensure that these standards are complied with, all Visit Leaders are required to follow the planning stages outlined below:

1. To ensure visits are comprehensively planned and risk assessed with appropriate consents, approval and notification where possible the following notice periods for approval and planning should be adhered to:
 - Day trips – 14 days prior to visit (visits pre-planned and assessed at start of academic year)
 - Residential trips – 3 months
 - Overseas travel – 1 academic year
2. Discuss the initial idea with an appropriate senior member of staff and identify the reasons why the visit is being organised, taking into account the aims and the types of visits referred to above. Visit Leaders should discuss their ideas with an experienced member of staff who has organised off-site visits in the past or the EVC. At this stage the Off-Site Visit Approval Form (Appendix 4) should be completed and signed off by the Principal for level 2 and must also be discussed with the EVC, at outline planning stage.

While pre-inspection of venues is strongly recommended for all level 2 visits, necessary information may be obtained via discussion with staff who have already visited the venue or directly from any provider who holds the LOfC Quality Badge. You can search for LOfC Quality Badge holders by area or by type, quickly and easily on the [LOfC Quality Badge website](#).

3. Ensure the Visit Leader has undertaken school visit leader training within the last 3 years. And is competent to lead the intended visit or if not has access to suitably qualified staff either internal or by use of a third-party provider.
4. Decide on the number, age-range and names of young people that will be taken, together with costs and possible dates for the visit. Ensure arrangements do not clash with other school arrangements including scheduled visitors, statutory reviews and school exams.
5. Identify additional staff members who may be suitable to accompany the Visit Leader. Issues to consider when selecting appropriate staff should include their knowledge, skills and experience of working with young people, team-teach status and first aid training .

In the event of a large mixed party or residential visit, an appropriate number of male/female staff must accompany the group.

Where necessary appropriate cover should also be arranged to ensure the education and care of other young people is not compromised by the absence of key staff.

6. Complete all necessary documentation and seek approval from the appropriate senior member of staff e.g. Principal or Line managers or SLT
7. Before leaving site for any visit, the following items and documents should be in your possession:

- mobile phone (ensuring that it is charged prior to the journey and switched on) number to be the same as on visits checklist;
- first aid kit/s appropriate for the visit and medical needs;
- any medication and associated documentation detailed in the off-site visit form or interactive risk management document;
- means of payment for emergency expenses;

For Level 2 off-site visits

- medical information/consent forms;
- completed and signed interactive risk management document;
- completed emergency management plan;
- register of young people emergency contact details of parent/carer (Level 2 only).

8. The visit leader to give verbal or email notification of off-site visit to Principal, before departure (Level 1 visits only).

For Level 2 off-site visits only

9. Outline approval must be granted by the Principal and the proposal must contain the following information
 - proposed dates
 - venue and itinerary
 - number of young people
 - Visit Leader
 - total cost
10. Written notification along with a request for consent must be sent to parents/carers at least 2 weeks in advance for all Level 2 visits; and for residential visits, detailed information including itinerary, consent form and updated medical information/consent must be sent to parents/carers for all residential Level 2 visits at least 1 month in advance (2 weeks in advance for high risk, non-residential Level 2 visits).
11. For all level 2 visits an administration file is to be created by the Visit Leader with a list of all the young people taking part in the visit. Responsibility for compilation of this file may be delegated to a designated administrator and should include the following information:
 - Individual behaviour risk assessments;
 - Emergency contact details and medical information/consent forms;
 - Additional health information including administration of medicine records.
12. Identify the senior contact at Shapwick School who will hold all information regarding the visit in case of emergencies for overnight and foreign visits. This contact must be 24/7 and be in a position and trained to make key decisions. (usually the Headteacher or Principal)
13. For level 2 visits the completed document must be emailed to the Principal, for vetting and sign off, 10 days prior to departure.

Only once all parties have signed off on the document and process, can the document be printed. (It is essential that the same document is circulated to all parties and any amendments are made on the original document).

7. Risk assessment

In line with Shapwick School Health and Safety Policy the school is committed to the proportionate and sensible management of risks. Risk assessment is the recognised path to achieve this and is also a requirement of current legislation. All off-site visits will require assessment the level of which will be determined by visit type and persons involved. Risk assessment and management is not about the elimination of risk but the reduction of risk to an acceptable level. For level 1 visits the off-site visits form is to be completed by the visit leader which contains a summary of the significant risks identified along with their controls. For level 2 visits a more in depth risk assessment is required plus a copy of the provider's own RA and liability insurance if appropriate. Visit leaders are to complete this form in consultation with senior staff and the EVC.

Shapwick School also requires all staff to practice dynamic risk assessment on an on-going basis throughout any off-site visit and respond appropriately.

For repeated Level 2 activities with the same provider (e.g. Horse-riding lessons, PE climbing, caving etc.), An annual standing assessment and approval will be permitted using a level 1 visit form to record details of the days, timings and YP's attending.

8. First Aid Arrangements

The Visit Leader should have a good working knowledge of first aid on any level of visit and it is their responsibility to ensure that the appropriate first aid provisions are in place:

- EFAW (Emergency First Aid at Work) minimum cover for any level of visit
- FAW (First Aid at Work) required when medical assessment informs an increased level of risk and for all residential and foreign visits.

All adults in the group should know how to contact the emergency services and the identity of the assigned first aider/s.

Additional actions re: medication and specialist training due to specific medical issues affecting young people and staff on the visit will be recorded in the assessment which Visit Leaders must follow.

9. Emergency Procedures

Emergencies can cover a multitude of scenarios but will include accidents to staff and young people, breakdown of or accidents involving transport, young people running away or engaging in serious behavioural incidents. The senior management team and Visit leaders will be trained how to evaluate and respond to emergency situations. In the event of an emergency visit leaders will use and complete the incident log.

10. Information to Parents/Carers and Informed Consent

No young person at Shapwick School will be allowed to take part in any off-site visit without the appropriate level of consent being in place.

In making parents, carers and local authority representatives aware of the kind of off-site visits undertaken at Shapwick School during the interview/admissions process, they have sufficient knowledge to provide informed 'blanket' consent for all level 1 activities; which are seen as learning outside the classroom. The school may notify carers about such activities as a matter of courtesy.

Informed parental consent for level 2 off-site visits is always sought from those with 'parental responsibility' in advance of the visit taking place. Where a young person is under the care of the local authority, consent will be sought from a nominated representative of the local authority.

11. Expectations of Behaviour

It is expected that all normal codes of dress and behaviour will be maintained on any off-site visit. Specific arrangements regarding each visit should be discussed with the Principal before the visit goes ahead. It is the responsibility of the Visit Leader and accompanying members of staff to ensure such standards are complied with. The young people and staff should be aware that they are representing the school at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the school into disrepute. Young people should be aware that inappropriate behaviour could risk their being returned to the setting early and jeopardise their chances of taking part in further visits.

12. Supervision

All staff at Shapwick School are expected to adopt a proactive approach to supervising and monitoring the location and behaviour of young people. There are no fixed staffing ratios as the management of each visit will be informed by the type of visit and the individual risk assessments of the young people taking part. That said, there should always be sufficient competent staff to cope effectively with emergencies.

The Visit Leader should also establish rendezvous points and tell young people what to do if they become separated from the group. In the event that a young person is seen or believed to have deliberately left the group then the Visit Leader should employ the procedures outlined in Shapwick School Missing from Education policy.

13. Prohibited Off-Site Visits

Under no circumstances should staff invite/permit a child to visit to their own home or that of a family member, colleague or friend. Furthermore, staff must not invite/permit any ex-pupils under the age of 18 to visit their own home or that of a family member, colleague or friend.

No visit shall take place unless authorised by the appropriate senior member of staff.

14. Swimming in Natural Waters

Swimming in the sea, open or other natural waters are potentially dangerous activities. It is the policy of the school not to allow such activities unless suitably trained staff are present with rescue equipment. In addition, staff should know the waters being used which should be suitable for the planned activity. Any visit where swimming in natural waters is planned will be classed as a level 2 activity and suitable consent plus approval must be sought. Staff should exercise their own judgement on what constitutes paddling in the sea, but no young person should go beyond knee depth when walking by the sea.

15. Outdoor Adventure Activities

If a member of Shapwick School is to organise, lead and instruct young people on adventure activities including Duke of Edinburgh they must demonstrate competence and suitable experience in leading such enterprises. All such activities are level 2 and require full completion of the visits document. (A list of level 2 higher risk activities can be found in Appendix 1 of this policy).

When planning to use adventure activity facilities or services provided by a commercial company, the visit leader must ensure that the provider holds any statutory licence required under the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996. In addition, the provider will be expected to provide their risk and method statements for the proposed activities.

16. Visits abroad

Travelling abroad can be hugely rewarding for young people and adults alike, but it is important that careful preparation takes place and a suitable amount of time is allowed to plan and prepare. Given the complex nature of managing such visits coupled with additional risks and insurance implications, it is the policy of Shapwick School that all visits abroad are accompanied by a one senior, experienced member of the school staff team.

17. Insurance

The insurance policies carried by Shapwick School cover most level 1 and 2 activities and associated transport of young people. However, it is the responsibility of the Principal to ensure that there is suitable insurance in place for level 2 visits involving higher risk and residential activities.

18. Implementation, Monitoring and Review

The designated senior members of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Off-Site Visits Policy' at Shapwick School are the Principal, the Headteacher and the EVC. The designated members of staff are also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy on Off-Site Visits.

This policy document will be reviewed at least annually by Members of the Senior Management Team. Staff will be asked to review and evaluate all off-site visits and feedback any significant findings to senior staff, who will in turn communicate important information to the Principal/EVC, as appropriate.

19 Sources of Information

The following web links offer further information and advice on the planning and delivery of off-site visits:

- Council for Learning outside the classroom: <http://www.lotc.org.uk/>
- Outdoor Education Advisors Panel: <http://www.oeap.info/>
- HSE: <http://www.hse.gov.uk/services/education/school-trips.htm>

Appendix 1

Higher risk activities subject to level 3 assessment

- All activities in 'open country' such as D of E expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing/kayaking
- Sailing/windsurfing/kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball and laser tag (indoor laser quest is exempt and is covered under level 1 & 1A)
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Mountain biking
- Rock climbing (excluding indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration (except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (Parcours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

This list is not inclusive and advice should be sought from the Principal, Headteacher and EVC before taking part in adventurous activities of any sort.

Appendix 2

Persons responsible for visits at Shapwick School -

Principal: Adrian Wylie

Headteacher: Hellen Lush

Facilities Manager: Graham Hilliard

Educational Visits Coordinator: Rob Lush



Cover	M/G/L/C HF	S/Room	Bursar	Est.	Transport	Kitchen	Calendar	Medical
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Level 1 Visit Form

(TRip EVent fORm)

Trip Reference _____ (Initials dd/mm/yy)

Trip visit date:

Trip Destination:

Details of the program of activities including any deemed high risk:

Trip Leader:

Other staff/drivers required

Time of departure:

Time of return:

Transport required: 1 minibus, 2 minibuses, Coach Co. _____

Letter to parents Yes/No

Is kitchen food required: Yes/No (If yes please complete rear of form)

Meal out money required: Yes/ No To be purchased from _____

Number of Pupils: Dress Code: casual/uniform/kit

Pocket Money required £ _____

Trip Cost to School £ _____ Payment Invoice/Cash/Credit Card/Bursar Trip Cost

to Students £ _____ Pocket money/School Bill

Approved by SLT:

Date __/__/__

Level 1 Risk Assessment

Contact Numbers (venue and all staff):

Main Office 01458210384		

Destination Address	Educational purpose of visit:
Have you contacted the organisers/ venue to confirm your visit/activity is still viable? Yes / No / N/A	

Medication

Student's name	Medication	Dosage	Time	Date	Staff Signature

SHAPWICK SCHOOL RECORD OF OFF-SITE VISIT RISK ASSESSMENT

1. Identify significant potential hazards e.g. sunburn, injury from fall, running away etc.
2. Identify those affected by the hazard e.g. *Young People (YP)*, *Staff (S)*, *Other Children (OC)* or *Other Adults (OA)*
3. Determine the Severity of Outcome: ①Inconvenience ②Distress ③Minor Injury ④Major Injury ⑤Incapacity or Death
4. Determine the Likelihood of Outcome: ①Very Unlikely to happen ②Unlikely ③Possible ④Probable ⑤Certain to happen
5. Calculate risk (Severity x Likelihood) and identify whether it is Low (1-7), Low Med. (8-10), High Med. (11-16), High (20), Very High (25)
6. Identify what measures have been taken to reduce the severity or likelihood of harm e.g. use of sun cream to minimise risk of sunburn.

Nature of Activity; Sunday activity -		Number of Staff		Number of Young People		
Have you read a copy of the providers' risk assessment information, activities and events schedule and attached if required?				Yes	No	N/A
Have you read the vehicle risk assessment for use on level 1 and 1A visits?				Yes	No	N/A
Additional Hazards Identified	Person(s) Affected initials	Severity (1-5)	Likelihood (1-5)	Risk Calc Sev x LikelH	Risk Level Circle as appropriate	Measures to Control Risk
*Signature of Staff (Risk Assessor)		Assessment completed by:			Date	

Notification email sent to senior staff	Yes / No	Time:	Date
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Staff attending trip/event:

Choosing the right members of staff to support an educational trip/activity is key to making it as successful as possible. Examples of staff that might be available are: Will James, Jane Atkins, Lynn Baynes, Emma Gilbert and Jane Alford.

Staff Name: _____

Day	Duty	Lesson 1	Lesson 2	Break Duty	Lesson 3	Lunch Duty	Lesson 4	Lesson 5	Activity	Duty

Staff Name: _____

Day	Duty	Lesson 1	Lesson 2	Break Duty	Lesson 3	Lunch Duty	Lesson 4	Lesson 5	Activity	Duty

Pupils Attending

<u>Year 6</u>	<u>Year 9</u>	<u>Year 11</u>	<u>Year 12</u>	<u>Year 13</u>
<u>Year 7</u>	<u>Year 10</u>			<u>Year 14</u>
<u>Year 8</u>				

Catering Order Form

Purpose: Lakes / Manor / Greystone / CHF / Trip / Meeting / Food Tech /Travel

ITEM	QUANTITY	DATE REQUIRED
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Pupils with any special dietary requirements? Appendix 3 Record of Off- Site Visit Form