

Meadow Vale Primary School



OFF-SITE EDUCATIONAL VISITS POLICY

Policy Owner - SLT

Passed by School & Standards Committee - Spring 2015

Next Review -

**Ratified and Signed by the Chair of
The School & Standards Committee**

**Acknowledged and Signed by the Chair of
The Full Governing Body**

_____ **Date** _____

_____ **Date** _____

Amendments since last revision

Changed name of OVA

Added name of OVC

Amended forms required for BFBC approvals

OFF-SITE EDUCATIONAL VISITS

Guidelines

- Discuss all visits with Headteacher before organising them.
- All visits must be added to the Frontline Online Risk Assessment system, these then have to be approved by both the OVA (Ian Freeman) and the Headteacher
- Local Authority permission (via OVC Mr Brian Mallet) must be obtained if the visit is out of the borough.
- When it is possible a preliminary visit by a member/s of staff should take place.
- Parents to be given details of the visit to include the following-

Venue

- Mode of transport
- Purpose of visit
- Lunch/suitable clothing/footwear
- Supervision procedures
- Consent form to be returned. Children cannot be taken off site without written or in exceptional cases verbal permission from parent/carer. Verbal permission must be witnessed by a second school employee
- If a voluntary contribution is requested it must show that there is no obligation to contribute and that all children will be treated equally. Pointing out that if sufficient funds are not generated the visit may not be able to take place.

Supervision

Day Visits

- Under 4 years 1 adult to every 2 children
- 4-5 years at least 1 adult to every 4 children
- Y1 – Y2 1 adult to every 6 children with a minimum of 2 adults
- Y3 – Y4 1 adult to every 10 children with a minimum of 2 adults
- Y5 – Y6 1 adult to every 15 children with a minimum of 2 adults

Ideally parent helpers should be CRB checked. To make this process more manageable current parent helpers who are already CRB checked should be prioritised when seeking parental help.

There should be a minimum of 1 teacher in charge. In addition to the teacher in charge there should be enough supervisors to cope effectively in an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set according to BFC guidelines.

For Residential visits within the UK

- The Local Authority must approve all residential visits and BFC guidelines must be followed, including the use of forms OHA1 and a school medical form.
- Staffing ratios (if different from day visits) Y5 – Y6 1 adult to every 10 children. At least 2 teachers with each group.

Procedures

- A risk assessment form must be completed prior to any offsite activity through the use of the Frontline Risk Assessment Online system.
- Each teacher to be responsible for the organisation of supervisory groups ensuring a good match.
- There must be a designated teacher in charge if the Headteacher or Deputy Headteacher is not involved.
- The designated teacher, i.e. the teacher in charge, should ensure that all adult helpers are aware of their responsibilities e.g. what children can and cannot do, any special or dietary needs, what children should be observing. A checklist for each adult is useful.
- There must be specified time for returning to any meeting place.
- Teacher must have a list of all the children, contact telephone numbers, and named helpers that must be checked prior to leaving school and departing the site of the visit.
- Parents must have returned completed medical and consent forms.
- There must be a named adult on the vehicle responsible for First Aid/sickness.
- If parents are helping to transport children they must have completed form OHA4 and provided insurance, tax, licence and MOT information, for each car used.
- Each adult must have a supply of tissues and wipes.
- Adults must be informed where the First Aid can be found in the event of a serious injury.
- School is to be contacted immediately if there is cause for concern e.g. breakdown of coach, accident.
- List of names of adults and children on each coach – copy to remain in school. At least one adult must have a mobile phone so contact can be made from school.