



# OFF-SITE EDUCATIONAL VISITS POLICY

Adapted from the WSCC model policy

Approved: 6 July 2022 by a committee authorised by the full governing body  
Next review: July 2025 Educational Visits Coordinator

## CONTENTS

1. Introduction	2
2. Roles and responsibilities	4
3. Guidance notes for off-site educational visits	4
4. Parental consent	5
Appendix A: Parental consent form	6
Appendix B: Internal trip / visit approval form	7
Appendix C: Risk assessment and risk management	8
Appendix D: Provider standards	9

NB The abbreviation LOTC in this document means 'Learning outside the classroom'

The educational visits co-ordinator (EVC) for the schools is Paul Brown

## 1. Introduction

### 1.1 Rationale

We consider it vital that we maintain a broad and balanced curriculum in our schools. This includes ensuring that pupils have opportunity to experience first-hand and have chance to see and take part in activities outside the classroom. We are part of a vibrant and lively community and we encourage all classes to take part in that community, as well as inviting them into our schools. Our school grounds provide rich opportunities that can engage all pupils effectively in understanding about sustainability and the environment. Visits outside the schools, including residential opportunities, are built into our curriculum and enhance children's learning.

### 1.2 Aims

- To introduce pupils to a range of new experiences
- To develop the curriculum through using the local environment and community
- To offer pupils exciting and stimulating experiences that enthuse them in their learning
- To develop self-esteem through providing a range of opportunities for pupils to excel
- For pupils to develop their social skills, independence and resilience through experiencing a residential activity

This document outlines the specific policies and procedures for schools in the **Downland Village Schools Federation (DVSF)** which is comprised of **Compton and Up Marden, Rake and Rogate Primary Schools**. It supplements and follows the advice and guidance contained in the following publications:

- West Sussex County Council's regulations for educational visits and the use of EVOLVE September 2017 and national guidance.
- 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>
- The Health and Safety Executive statement: "School trips and outdoor learning activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

### 1.3 Learning outside the classroom - our core offer

We offer the following entitlement to all our pupils:

- We provide all pupils with at least one residential trip in Year 5 or Year 6.
- All pupils experience at least one class trip/visit per term.
- All topics taught are supported by at least one visit and/or visitor
- All pupils take part in Forest School activities over the year
- All pupils have opportunity to cook
- All pupils will have opportunity to participate in at least two productions over the year. This might include class assemblies, concerts, a Christmas play or special events.

### 1.4 How we will deliver this

#### 1.4.1 Residential activities

All pupils in Year 5 or Year 6 have the opportunity to experience a residential activity. This is usually to an adventurous outdoor education facility.

In order to prepare for residential trips, the 'educational visits coordinator' (EVC) liaises with the year 5/6 teachers. Parents are notified at the beginning of the year about the proposed details for the trip and a parents' meeting is held. The residential trips are considered an entitlement and all pupils can take part. The transport for the trips is subsidised by money raised through the schools' friends associations.

#### 1.4.2 Trips and visits

It is expected that all year groups have at least one class trip per term. These will be included in the year groups' curriculum plans and will support and expand opportunities for teaching and learning. Trips and visits should:

- Be part of the curriculum and enhance teaching and learning
- Provide hands-on, stimulating opportunities for pupils
- Help develop social skills and self-esteem

A risk-assessment needs completion before every trip and needs to be uploaded to the West Sussex Evolve site. The risk assessment template is included in appendices or can be found in Shared folders. Visit leaders need to complete the Evolve 'Educational visit' pack and have this approved by the appropriate Head of School. All venues for trips must be visited by the visit leader, prior to the trip taking place.

All adults accompanying a trip must have had the appropriate DBS check. Volunteers must be made aware of the

'Guidance for volunteer helpers in school and on school trips' (available from the school office). Opportunities are provided in assemblies and through newsletters for pupils to share their experiences.

#### 1.4.3 Use of the school grounds

The school grounds provide a resource for use by all pupils, and we use them as frequently as possible through:

- Including them as planned resources within the curriculum e.g. 'habitats'
- Using them as resources to support other curriculum areas e.g. for sketching in art, as a stimulus for writing activities
- Using them to support our 'healthy schools' initiatives e.g. gardening club, cookery, sustainability initiatives
- Opening them up for events and welcoming their use by members of the local communities
- Using them and the woodland adjacent to the schools for Forest School sessions.

#### 1.4.4 The local community

A standard letter is sent out to parents when their children first join our schools requesting their permission for pupils to go on short walks in the local area. All classes are encouraged to make visits into the local community including:

- Visiting local religious and community buildings, eg the local churches
- Taking part in local festivals and events
- Making links with local clubs
- Using local resources such as museums
- Using local facilities

A generic risk assessment, Exploring Local Area Risk, for walking around the local area is included in appendices or available in Shared folders. This may need to be adapted for a specific activity.

#### 1.4.5 Participating in productions

All pupils should be involved in at least one production/event per term. This might include:

- Class assembly
- Music performances
- Christmas play
- Harvest festival
- Christingle service
- Easter service
- Talent competition
- Summer production

In addition to this it is expected that pupils will contribute to assemblies through:

- Celebrating good work in assemblies
- Welcoming visiting speakers
- Volunteering in assemblies
- Providing feedback about matches and events

Pupils who play a musical instrument may have further opportunities to play during assemblies and/ or to accompany other events.

### 1.5 **Monitoring and evaluation**

In order to monitor this entitlement year the schools' leadership team will:

- Monitor plans termly for trips, visits and visitors
- Monitor plans termly for opportunities for classes to take part in Forest School and food preparation activities
- Monitor the uptake of cross-curricular opportunities
- Monitor the participation of pupils in productions and special events
  - Collect evaluation forms from pupils participating in activities and use these to review activities

It is particularly important that year the leadership team ensure that:

- All groups in the school are given equal opportunity to participate in cross-curricular opportunities
- All pupils are fully able to participate in trips, visits and residential trips
- LOtC experiences support and develop curriculum plans
- LOtC experiences are evaluated for their effectiveness

## 2. Roles and responsibilities

- 2.1 The governing body and local school forums satisfies themselves that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad, or hazardous need to be approved by the governing body. Such approval must be recorded in the minutes of the governing body.
- 2.2 The Heads of School are delegated by the governing body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE.
- 2.3 The educational visits co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities or the executive headteacher can approve the visit leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:
- Support the visit leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
  - Ensure that DBS (disclosure and barring scheme) 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 incidents, accidents and 'near hits';
  - Review and regularly monitor policies and procedures;
  - Liaise with the WSCC outdoor education adviser where necessary to ensure the proposed visit complies with the WSCC policies for 'Learning outside the classroom'.
- 2.4 The visit leader is responsible for identifying the purpose and outcomes for the visit and following the checklist published in the local authority guidance (see below). A robust risk management process is necessary for all LOtC and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.org>). This will take account of:
- Generic hazards as published in this document and the WSCC 'Regulations for educational visits' and the use of current copies of EVOLVE and Section B (adventurous activities) of the 'Regulations & notes of guidance for off-site activities';
  - Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;
  - On-going hazards 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, outcomes and the risk management processes.
- 2.5 Participants are encouraged to consider hazards involved in LOtC and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

## 3. Guidance notes for off-site educational visits

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

- 3.1 All visit leaders will familiarise themselves with the published advice and guidance.
- 3.2 Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)). Training for staff and visit leaders will be arranged by the school 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 WSCC outdoor education adviser.
- 3.3 In order to plan LOtC, the EVC should be involved in discussing plans at an early stage. Routine or local visits, such as sports fixtures, also need to be planned ahead. 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.
- 3.4 Parental consent and contact details must be available for the emergency contact and the visit leader to take on the visit.
- Parental consent form – see appendix A
  - Internal approval form - see appendix B

- 3.5 If the schools do not provide transport for an off-site visit, parents should make their own arrangements between them. If the schools take responsibility for co-ordinating this, the visit leader must check that drivers are properly insured and follow all necessary safety regulations (eg regarding child car seats).
- 3.6 An EVOLVE visit form must be completed for all residential visits, visits abroad, visits out of county and/or for all adventurous activities, whether on-site or off-site. The form will need to be submitted to the LA, one month in advance of the visit date and before becoming financially committed. These types of off-site visits also need the governing body's approval. School journey insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit leaders should check to see if such cover is already being provided by a tour operator, or external provider.
- 3.7 The OE2 form (appendix D) provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments; these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC quality badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.
- 3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an 'Adventurous activity licence' is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.
- 3.9 Providers that hold a LOtC 'Quality badge' have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.
- 3.10 On return, the visit leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' 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. In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out, to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

#### **4. Parental consent**

- 4.1 Parental consent is not required for activities and visits that take place wholly during the school day (Education Act 2002). However, parents must be advised in advance if their children are to be going off-site during the school day.
- 4.2 Off-site educational visits and LOtC activities that over-run the school day, or are outside the normal school day, require evidence of parental consent.
- 4.3 The form at Appendix A is recommended for use with the more significant off-site and LOtC visit e.g. residential visits, visits abroad or adventurous activities.
- 4.4 For local LOtC activities, other than those described above, that are outside the school's normal hours or are a regular occurrence may be covered via a generic consent form at the start of the school year.
- 4.5 For those using on-line systems the consent function often attached to these payment systems has been deemed adequate to obtain consent.



## Appendix A: Parental consent form

INSERT SCHOOL NAME: \_\_\_\_\_

Visit to \_\_\_\_\_ (place)

Dates: from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_

I wish my son/daughter (the child for whom I have parental responsibility) \_\_\_\_\_  
(Full name of child in capitals please)

to be allowed to take part in the above-mentioned visit and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of others that any rules and any instructions given by the staff in charge are obeyed at all times.

I understand that, while the school staff and volunteers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/ daughter, child/young person for whom I have parental responsibility, arising during or out of the visit.

Please advise of any changes to the medical information already provided

### Delete or complete the following as appropriate.

My child (Date of Birth: ..... ) has [no illness, allergy or disability] \* or the following illness, allergy or physical disability \*  
..... \* **Cross out whichever does not apply**

The condition requires the following treatment: .....

.....

Doctor's Name: .....

Doctor's Address: .....

Doctor's telephone number: .....

I consent to any emergency medical treatment necessary during the course of the visit.

Signed ..... Date .....

Parent/Guardian

Address: [Home] .....

[Work] .....

Telephone No. Home ..... Work ..... Mobile no.....

Email:.....

If not available at the above, please state an alternative contact:

Name: ..... Relationship: ..... Tel: ..... Mobile No: .....

NOTE: Photographs may be taken that include your son/daughter. If you do not wish such pictures to be used for normal publicity purposes including publication on our website and social media sites please tick box:

Two copies of this form (for a significant visit) are desirable, one for the head of establishment / EVC / emergency contact and one for the visit leader to take with them on the visit. If travelling abroad it is advised to have the above translated into the local language and for all original copies to be taken by the visit leader.

**(All personal information will be processed in accordance with the provisions of the Data Protection Act 1998)**



## Appendix B: Internal trip / visit approval form

INSERT SCHOOL NAME: \_\_\_\_\_

This form is to be completed when a visit is taking place in the local community which is covered by the 'local visits' form which parents are required to complete at the beginning of each academic year.

Visit	Year group (and classes)	
	Means of transport	
	Date of trip/visit	
	Where?	
	Trip leader	
	No adults required (inc support for specific pupils)	
	Means of transport	
	Time of departure/return	
	Purpose / learning objectives (links to curriculum)	

Cost	Location (including adults)	
	Transport	
	Other	
	<b>Total</b>	
	Total per child	

Pupils		No of pupils	Names of pupils
	Total pupils		
EHCPs			
IBPs			
Medical needs (HCPs)			
FSM			
PP			
Other			

Dates		<b>Dates</b>
	Letter to parents to go out (at least 2 weeks prior to cancel'n date, 4 weeks prior to the trip)	
	Final date for cancellation (at no incurred cost)	
	Final date for reply slips	

Pre-visit	Who and when?	
-----------	---------------	--

Approval	SLT authorisation	
	Name	
	Date	
	Risk assessment to be completed by trip organiser by:	



## Appendix C (i) : Blank risk assessment and management form

Activity:	Location:	Class/Group:	Adults Attending:
Assessed by:	Date Assessed:	EH/HOS signature:	Evaluation/review date:

Hazard	Risk level	Groups affected	Control Measures	Revised risk level	Evaluation/Review



## Appendix C (ii): generic 'local area' risk assessment and management

Activity: Walking/off site visits.	Location: Local area	Class/Group: All	Adults Attending: Various
Assessed by:	Date Assessed:	EH/HOS signature:	Evaluation/review date:
<b>Hazard</b>	<b>Groups affected</b>	<b>Control Measures</b>	<b>Evaluation/Review</b>
General good practise	Children and adults	<p>Specific route risk assessment prior to activity.</p> <p>Where practicable, adults and children wear hi-vis vests.</p> <p>Staff and children briefed before leaving.</p> <p>Whistles and first-aid carried by staff.</p> <p>One member of staff designated to lead the group.</p> <p>Other staff members space themselves evenly along the road side of the group.</p> <p>Other staff members assist at junctions, side roads, crossings etc.</p> <p>When crossing roads, be aware of cyclists/motorcycles approaching on the inside or outside of cars, even if cars have stopped.</p> <p>Be courteous towards pedestrians and other road users.</p>	
Trips, slips, falls-uneven pavements, verges, kerbs, rough ground	Children and adults	<p>Staff and children to be made aware of uneven surfaces.</p> <p>Children walk in pairs where practicable.</p> <p>No running on pavements and verges.</p>	
Narrow or no pavement	Children and adults	<p>Children to walk in pairs where practicable but walk single file if pavements are too narrow. No running.</p> <p>If no pavement, whistles blown to warn of approaching traffic. When whistle blown, children should stand still until traffic has passed.</p>	
Crossing side roads	Children and adults	<p>When safe, staff member positioned at entry lane of side road (between main road and children) and exit lane of side road (between side road and children.)</p> <p>Children to stay in pairs and continue crossing until everyone across.</p> <p>Staff to stay in position until all children and staff have reached the opposite side.</p>	
Crossing roads without pedestrian crossings	Children and adults	<p>Children should line up single file at the side of the road facing the opposite side. When safe, two staff members positioned, between oncoming lanes and children, before children begin to cross.</p> <p>Children cross when signalled to do so by group leader.</p> <p>Staff stay in position until all children and other staff have reached the opposite side.</p> <p>Whistles blown, if necessary, to warn of approaching traffic.</p>	

Crossing roads with pedestrian crossing	Children and staff	<p>Children stay in pairs and line up facing along the pavement towards the crossing.</p> <p>Member of staff remains on children's side of the road to supervise initial entry onto crossing, until all have begun to cross, then follow the last children.</p> <p>When safe, staff member positioned between oncoming lanes and children.</p> <p>Children cross when signalled to do so by leader.</p> <p>Staff stay in position until all children and staff have reached the opposite side.</p> <p>On the opposite side, group leader leads the children along the pavement leaving sufficient room for all to get across, then stop and wait for other staff members to catch up.</p> <p>On traffic light crossings, children and staff initiate crossing when traffic lights indicate to do so.</p> <p>If lights change when children are still crossing, they should continue to cross until all children and staff have reached the opposite side.</p>	
Losing a child	Children	<p>Pre-talk to children – what they should do if they get separated. i.e. stay where they are. Call for help.</p> <p>Adults – leave main group with enough staff to safely supervise them.</p> <p>Ascertain when child was last seen.</p> <p>Call school to inform SLT and see if child has returned there.</p> <p>Remain quiet and listen for child shouting/crying.</p> <p>Adults search local area safely.</p> <p>Consider emergency services if child is not located quickly.</p> <p>Be guided by SLT.</p>	

INSERT SCHOOL NAME: \_\_\_\_\_

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

**Section A – ALL PROVIDERS**

- The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.
- Accident and emergency procedures are maintained and records are available for inspection.
- The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
- The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
- All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people
- There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
- The provider has public liability insurance for at least £5million, (please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).
- The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.
- The provider encourages responsible attitudes to the environment as an integral part of the programme.
- All vehicles are roadworthy and meet statutory requirements. Drivers are PCV (passenger-carrying vehicle)-qualified or operate with a small bus permit and local minibus driving assessment.
- A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.
- Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
- Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

