REED FIRST SCHOOL

Learning Together, Learning for Life

Off Site Visits Policy

Reed First School

Date of issue:

Date of review: July 2027

Headteacher.....Date...15/7/2026.

Chair of Governors.....Date...15/7/26.....

Off-site visits are activities which take place outside school grounds. All off-site activities must serve an educational purpose, enhancing and enriching our pupil's learning experiences.

At Reed First School, we believe that offsite visits are an essential and enriching part of a child's education, adding to the learning that takes place within the classroom environment. We believe that every child should experience at least one residential trip during their primary school years and even as a first school we facilitate this.

In this policy we seek to establish a clear and coherent structure for the planning of our off-site visits, and to ensure that any risks are managed and kept to acceptable levels, for the health and safety of pupils, staff and volunteers at all times. Within these limits we seek to make our visits available to all pupils.

Compliance with Guidance

All visits will comply with the requirements outlined in the DfE's Health and Safety Guidance on Educational Visits for Schools Health and safety on educational visits - GOV.UK (www.gov.uk). Further advice will be sought from local authority advisors where necessary. All staff leading or participating in a visit are required to have read this Policy and to have signed it to say this is the case.

9 out of 10 pupils say they remember more from a school outing than from a classroom lesson. (English Heritage 2010)

Our aims:

- To make learning outside the classroom an integral element of our long-term curriculum planning
- To ensure all off site visits are closely linked to classroom activities where skills can be further developed and applied
- To ensure our offsite visits are offering outstanding experiences which cannot be recreated on site
- To provide experience of environments which are not familiar
- To provide opportunities to aspire to reach goals and take risks in a controlled and safe situation
- To develop independence and resilience
- To support children in understanding how to respect the natural environment
- To promote a life-long value of participation in healthy activities
- To develop skills for life through opportunities for communication, problem solving and commitment

In order to plan and run successful visits off-site, we recognise the importance to get the balance right between protecting children from risk and allowing them to learn off site. This means that as a school and staff:

- We will focus on real and significant risks when planning visits;
- We will manage the risks during the visit
- We understand our roles, are supported, and are competent to lead or take part in them;
- We ensure learning opportunities are maximised.

The Local Authority retains overall responsibility for health, safety and welfare.

The law requires employees to:

- Take reasonable care of their own health and safety of others who may be affected by what they do at work;
- Co-operate with their employers on health and safety matters;
- Do their work in accordance with training and instructions;
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

Functions of the Educational Visits co-ordinator (EVC):

The school will have two members of staff who are trained to perform the duties of an EVC one of whom will be the Headteacher, these include:

- Attend EVC training and keep updated every 3 years;
- Induct staff around the agreed processes of visits through our policy;
- Assigning competent people to lead or supervise off-site visits;
- Ensure the expected actions of visit leaders are carried out, documented and submitted to Evolve;
- Where a provider is being used, ensure that appropriate checks have been undertaken;
- Ensure there is a clear agreement about who is responsible for what on the visit;
- Identify training needs for visit leaders;
- Lead professional development for developing competence in dynamic risk management;
- Work with the visit leader to provide information to parents and obtain consent for pupils to take part in planned visits;
- Inform governors of any visits;
- Keep records of individual visits including what worked well, what didn't;
- Complete and log any accident / incident reports from visits.

Functions of the visit leader:

The visit leader is the staff member who is planning, assessing and reviewing the visit. They will:

- Ensure that the planned visit and activities are suitable for the group;
- Complete a visit planning sheet (Appendix 2);
- Obtain the Head's approval for the visit;
- Obtain leader status approval by the Head;
- *Ensure the ratio of staff to children is appropriate for the environment / activities and needs of the group;
- Assess the suitability for the visit against the needs of the children;
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents / carers;

- Identify and record significant hazards and safety measures required to reduce risk to a tolerable level. Make known to parents and the Head the level of residual risk that needs to be managed;
- Seek appropriate assurances from Providers and ensure that there is a clear contract / agreement in place about what they are responsible for;
- Make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure all accompanying adults are familiar with these procedures;
- Complete the Visit leader check list (see app1) and submit to Evolve along with any other documentation relevant to the visit;
- Carry out dynamic risk management while the visit takes place. Consider modifying or stopping the visit if the risk to the health or safety of the group is unacceptable. Have in place procedures / alternative plans for such an eventuality;

The School Finance Manager and office manager will:

• Ensure that Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed;

• Ensure appropriate transport arrangements are in place i.e. reputable coach company, driver insurance, following specific legal requirements;

• Make available to staff, details of DBS checked parents and facilitate DBS checks if required.

• In line with the Charging and Remissions Policy, cost trips based on information provided by visit leaders.

• Manage communications with parents and financial details.

Parents are asked for a contribution towards the cost of all trips. Whilst this is voluntary, without it the trip would not take place. For residential trips, Pupil Premium supports the cost where needed. Decisions and procedures regarding finance are made in line with the Charging and Remissions Policy.

Supervision

Where possible and reasonable, the visit leader will not be included in the ratio in order to enable them to carry out their supervision duties and lead any part of the group when required.

Where a pupil is identified as requiring one to one support, their support member of staff will not take on the responsibility of any other pupils.

*Our pupil:adult ratios are as follows:

Age 3 – 1:3

Age 4 – 1:4

Age 5 – 1:5

Age 6 – 1:6

Age 7 – 1:7

Age 8 – 1:8

Age 9 – 1:9

As a school with mixed aged classes, visit leaders, will ensure ratios are sufficient for the age, activity and location. For example, a crowded area will see planning for a mixed Year 1 / 2 class to have at least a ratio of 1:6 where the majority of the class are 6 or older at the time of the visit.

In accordance with our safeguarding policy, where parents or other members of the community are included in the ratio, enhanced checks will need to have been carried out if the adult has responsibility for a group and therefore could be on their own with the group.

All visits will identify an emergency contact based at school.

Off- site local visits

Off-site local visits are visits where children are taken on planned visits within the local area on foot. Our policy also includes visits to other schools for sporting events or any other shared collaborative events where vehicular travel may be necessary.

Local visits are all planned in advance and risk assessments carried out on Evolve to be authorised by the Educational Visits Coordinator (EVC). These do not need to be authorised by County but must still be logged on Evolve.

The leader of the off-site visit is responsible for the collation of all documentation required and ensuring the EVC is notified in good time (at least 2 weeks prior to the visit).

Parental consent to local visits is given as part of new starter induction to the school. As a result, while parents will be informed off all local visits, consent is not required.

Off-site visits

Off-site visits which will see pupils and staff travel beyond the immediate area. The visit leader should follow the process set out in the visit leader check list.

Consent will be required from parents / carers for pupil attendance.

The leader of the off-site visit is responsible for the collation of all documentation required and ensuring the EVC is notified in good time (at least 4 weeks prior to the visit). These do not need to be authorised by County but must still be logged on Evolve.

Hertfordshire's internet-based system, EVOLVE, is used to facilitate the planning, management and Headteacher approval of the visit. All documents and checks must be submitted at least 4 weeks prior to the visit.

Residential visits

For residential trips there will be a named teacher in charge.

Parents will be informed about the number of adults at the residential centre and those who will be accompanying the children from the school, at a meeting held for parents and carers.

A residential trip should have four or more months' notice.

Hertfordshire's internet-based system, EVOLVE, is used to facilitate the planning, management and approval of residential. All documents and checks must be submitted at least 4 weeks prior to the visit.

For residential trips a full medical form will be sent out to parents.

At the planning meeting for the School Residential trip it will be agreed with the parents that if behaviour is unacceptable then the child will be sent home early and that costs will not be refunded. This statement will also be part of the consent form completed by parents.

Visit emergencies

Incidents on educational visits are rare but we will ensure to be prepared for the possible eventuality.

1. Incident: a situation dealt with by the visit leader, who remains in control and can solve the incident with resources immediately to hand.
2. Emergency: an incident which cannot be solved by the visit leader so the designated emergency contact is contacted to access help.
3. Critical incident: an incident that meets the following definition:
   An incident which meets any criteria in our emergency response plan. This plan will then be followed.
4. Major incident: declared as such by the UK police, Foreign and Commonwealth Office or other relevant authority.

Emergency contacts will be fully briefed by the EVC and visit lead. They will have access to Evolve. Emergency contact numbers will be carried by both the visit leader and other supervising staff.

Appendix 1

Visit leader Check List:

If financial arrangements are needed for my visit, I check with the Head before committing the school.	
I have completed and submitted the school's trip planning sheet to the Headteacher and finance manager for costing and booking of transport if required.	
I have the confidence and competence required to lead this visit effectively and this has been confirmed by the Headteacher.	
I have planned and prepared for the visit, involving staff and pupils in the planning and risk management process to ensure wider understanding. The risk management documents have been uploaded to Evolve and signed by all leaders.	
I have kept my EVC informed at each stage of the planning process.	
I have undertaken a preliminary visit if appropriate or required at the request of the EVC or Headteacher.	
I have defined the roles and responsibilities of other staff and adults supervising to ensure effective supervision, and have appointed a deputy.	
I have shared details of emergency contacts and arrangements with key staff and saved on Evolve.	
I have obtained parental consent forms (where required), medical details and contact details. These have been shared with third party providers and considered as part of the visit plan.	
I have checked whether insurance arrangements are in place. As a school we use insurance for visits through HCC.	
When a provider is being used, I undertake appropriate checks, and ensure that there is a clear agreement in place about what the provider is responsible for.	
All staff and other supervisors have been appropriately briefed on the pupils under their care including health, SEND, likely behaviours and any other relevant information for the visit.	
The visit is effectively supervised – staffing ratios meet requirements.	
Child protection issues are addressed, including DBS checks where required.	
I have disseminated relevant information to supporting staff and volunteers.	
There is access to first aid at an appropriate level.	
Relevant information has been provided to parents and pupils, and pre-visit information meetings have been arranged where appropriate.	
All aspects of the visit (both during and after the event) are evaluated.	
Emergency contact details are available for staff at school.	

Appendix 2

REED FIRST SCHOOL

"Learning Together, Learning for Life"

Jackson's Lane,
Reed,
Royston,
Herts SG8 8AB
Tel: 01763 848304
admin@reed.herts.sch.uk

Trip / Workshop Planning form

Lead staff member		
Year groups attending		
Adults attending		
Proposed date(s) and times		
Visit to		
Workshop provider		
Invoice to finance manager		
Cost of trip / workshop per pupil		
Coach / Transport required?	Yes	~~No~~
Coach quote 1		
Coach quote 2		
Coach quote 3		
Additional costs e.g. parking		
Any subsidy to payment e.g. ~~FoRS~~ / PP?		
Admin fee per pupil		
Total cost per pupil		
Risk assessment completed?		
Parental permission needed?	Yes	~~No~~

Letter for parents sent to admin	
Payment request / permission letter sent? (Date)	
Has kitchen been informed if no lunch needed?	
Have other curriculum events been cancelled if needed? (e.g. PE, tenor horn)	
Visit leader check list completed	
Emergency contact in place	

www.reed.herts.sch.uk