



WS Learning Outside the Classroom

Feeding an appetite for learning

Downview School's policy



FOR

**LEARNING OUTSIDE THE CLASSROOM
(LotC)**

AND

OFF-SITE EDUCATIONAL VISITS

Lead member of staff	Educational Visits Co-ordinator
Governor Committee	Curriculum
Date of publication	November 2019
Review date	September 2024

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Policy for Learning Outside the Classroom and Off-site Educational Visits

1. Introduction

1.1 Downview Primary school provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities and adventurous activities. **(Please see our off-site visits policy – Appendix A)**

1.2 The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3 This document outlines the specific policies and procedures for **Downview Primary school**. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC’s Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- 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>

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC activities and off-site visits that are residential need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all LOtC activities and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of **EVOLVE (for residential trips and visits outside of West Sussex) or the Internal Permission forms.**

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities and visits follow the correct procedures. The person with these responsibilities will 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. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. **(staff have all been given the blue emergency contact numbers card and also have the Downview Primary School Offsite Emergency Plan);**
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4 The Visits Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC activities 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;
- 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 activities 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 LOtC Activities and 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. Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (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 Outdoor Education Adviser.

3.2 In order to plan LOtC activities and visits 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.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. **See Appendix B**

3.4 Internal Approval Form. **See Appendix C** This local form is used to achieve any necessary cover arrangements.

3.5 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, four weeks in advance of the activity or visit date and before becoming financially committed. Residential visits 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 avoid duplicate of cover being provided by a tour operator, or external provider.

3.6 The OE2 form 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 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.

3.7 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 EVOVE visit form.

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). 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 Council for Learning Outside the Classroom (CLOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

Off-Site Visits Policy

1 Introduction

- 1.1 Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

2 Aims

- 2.1 The aims of our off-site visits are to:
- enhance curricular and recreational opportunities for our pupils;
 - provide a wider range of experiences for our pupils than could be provided on the school site alone;
 - promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience in Key Stage 2.

3 Curriculum links

- 3.1 For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA, such as:
- English – theatre visits, visits by authors, poets and theatre groups;
 - science – use of the school grounds, the beach, planetarium
 - mathematics – use of shape and number trails in the local environment;
 - history – study of local housing patterns, local museums;
 - geography – use of the locality for fieldwork, village trails;
 - art and design – art gallery visits, use of the locality;
 - PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
 - music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
 - design and technology – visits to local factories or design centres;
 - ICT – its use in local shops/libraries/secondary schools etc.;
 - RE – visits to local centres of worship, visits by local clergy.
 - PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

4 Residential activities

- 4.1 Children in Year 6 have the opportunity to take part in a residential visit. We, make a charge for board and lodging, insurance, travel and specialist instruction for certain activities. We do endeavour to help those who may have financial difficulty making these payments.

4.2 The residential visit in Year 6 enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. Qualified instructors are provided for all the specialist activities that we undertake.

5 How visits may be authorised

5.1 The headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

5.2 The school's educational visits coordinator, and the headteacher, will be involved in the planning and management of off-site visits.

S/he will:

- ensure that risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company (see 6.5) assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LEA (and available from the school office). All off-site activities must take place in accordance with the LEA's instructions.

5.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made. A copy should be submitted to the EV co-ordinator.

5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place.

5.5 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

5.6 When children will be taken out of school outside the normal school day e.g. matches, please ensure that a list of the children concerned with a contact number for the member of staff with them, is left in the school office.

6 Risk assessment

6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

- 6.2** Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LEA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.
- 6.3** It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.
- 6.4** An activity should normally have sufficient adults taking part to provide the following minimum ratios:
- 1 adult to between 10 and 15 pupils in KS2;
 - 1 adult to 6 pupils in KS1;
 - 1 adult to 3 pupils in Early Years.
- Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.
- 6.5** A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:
- the provision and required use of seat belts;
 - proper vetting of the driver by the police;
 - proper insurance for the driver;
 - details of first aid and emergency equipment;
 - breakdown procedures.
- 6.6** The group leader will double-check that all adults helping to supervise the trip have been subject to police checks (see 5.2 above).
- 6.7** A copy of the completed risk assessment will be given to the headteacher, the governing body, the LA, our educational visits coordinator, and all adults supervising the trip.
- 6.8** The risk assessment also includes the use of mobile phones. School staff will be expected to take these in order to communicate with school and other adults on the trip. Children will not be permitted to take phones on visits – any necessary communication will be conducted by school staff. If a child does bring their phone with them, they will be expected to hand it in to a member of school staff, as they are required to do during the school day.

7 Transport

- 7.1** The costing of off-site activities should include any of the following that apply:
- transport;
 - entrance fees;
 - insurance;
 - provision of any special resources or equipment;
 - costs related to adult helpers;
 - any refreshments the school has opted to pay for.

- 7.2** Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- 7.3** Where private cars are used for transport e.g. matches. It is the responsibility of the parents to ensure that appropriate insurance is held by the drivers. This transport is therefore NOT organised by the teacher or group leader.

8 Communication with parents

- 8.1** The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.
- 8.2** Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the school. This must be made clear to parents in all correspondence about an educational visit at the planning stage.
- 8.3** No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.
- 8.4** The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

9 Further health and safety considerations

- 9.1** All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.
- 9.2** Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.
- 9.3** The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.
- 9.4** Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.
- 9.5** More detailed guidance on procedures and requirements can be obtained from the Local Authority's Off-Site & Hazardous Activities File held in the school office.

10 Group leaders' planning

- 10.1** Group leaders must read thoroughly the appropriate guidance for off-site activities:
- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* – (DfES 1998) and its supplements:
 - *A Handbook for Group Leaders* (DfES 2002)
 - *Group Safety at Water Margins* (DfES 2002)

They must consult LA documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Outdoor Education Adviser, November 2019

11 Visit plan

11.1 The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- first-aid boxes.

12 Monitoring and review

12.1 This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

13 Further Guidance and Information

This is available on the School's teacher Server intranet. In particular reference should be made to the Evolve section and the WSCC regulations, 2013.

The Educational Visits co-ordinator is: Isabel Hellyer

Date: April 2023

Appendix B: Parental consent letter:

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES AND WATCHING DVDS WHILST ATTENDING DOWNVIEW PRIMARY

NAME OF CHILD (please print):

Please sign and date the form below if you are happy for your child to,

- Take part in school trips and other activities that take part off school premises; and
- Be given first aid or urgent medical treatment during any school trip or activity; and
- Watch DVDs appropriate for their age range

Please note the following important information before signing this form:

The trips and activities covered by this consent include:

- All visits which take place during the school day and those which may necessitate returning after 3.20p.m.
- Adventure activities at any time
- Off-site sporting fixtures both during and outside the school day
- Watching DVDs suitable for the age range

You are consenting to your child

- Travelling by coach
- Walking to local amenities

1. The school will send you information about each trip or activity before it takes place.
2. You can, if you wish, tell the school that you do not want your child to take part in any particular non-curriculum school trip or activity.

On receipt of this consent form, please be advised that written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year group trips including coach travel or visits to local amenities e.g. the beach, local parks, Butlins, Church etc. Such activities are part of the school's curriculum and usually take place during the normal school day.

Please note that written parental consent will be obtained for residential trips.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to all of the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Medical Condition

Medication

.....

Parent/Guardian Name (print):

Parent/Guardian signature **Date**

Appendix C: Internal approval forms:

ENQUIRY FORM FOR EDUCATIONAL VISITS BOTH ON AND OFF PREMISES.

<i>Proposed visit:</i>	
<i>Date:</i>	
<i>Purpose of visit:</i>	
<i>Yr Group & classes involved.</i>	
<i>Name of group leader.</i>	
<i>Anticipated number of school staff involved.</i>	
<i>Anticipated number of other parent helpers required.</i>	
<i>Confirmed staff CRB checked.</i>	
<i>Transport involved</i>	<i>Yes /No</i>
<i>Costs</i>	
<i>Entry charge</i>	<i>Yes/No</i>
<i>Costs</i>	
<i>Any cost shortfall anticipated</i>	<i>Yes/No</i>
<i>Is disabled access required at venue and/or transport(give details for which child)</i>	<i>Yes/no</i>

DOWNVIEW PRIMARY SCHOOL: INTERNAL APPROVAL FORM A

Part A	Proposed visit to	
	Date	
	Purpose of visit	
	Year group and classes involved	

Part B	If in school time, will any children be left behind?	Yes No
	Name of group leader	
	Name of deputy leader	
	Names of accompanying adults	
	Means of transport	
	Time and place of departure	
	Return time	
	Recommended dress	
	How many children are entitled to FSM	
	What additional provision will be made for PPG children? (pre-visit, guide book, discussion, being with class T/TA ...)	

Part C	Anticipated costs Insurance: KS1 - 14p , KS2 - 28p	Transport: Entry Charge: Insurance:
	Total of all costs	
	Total of anticipated income	Transport: Entry Charge: Total per child:
	Is this visit eligible for a Travel Grant? How much?	
	Total subsidy requested from school (if any)	

Approved by SLT (signed):

Date:

DOWNVIEW PRIMARY SCHOOL: INTERNAL APPROVAL FORM A: Local walks

Part A	Proposed visit to	
	Date	
	Purpose of visit	
	Year group and classes involved	

Part B	If in school time, will any children be left behind?	Yes (please specify who and why) No
	Name of group leader	
	Name of deputy leader	
	Names of accompanying adults	
	Time of departure	
	Return time	
	Recommended dress	
	How many children are entitled to FSM (if out over lunchtime)	
	What additional provision will be made for PPG children? (pre-visit, guide book, discussion, being with class T/TA . .	

Part C	Anticipated costs (Insurance: KS1 - 14p , KS2 - 28p	Transport: Entry Charge: Insurance:
	Total of all costs	
	Total of anticipated income	
	Total subsidy requested from school (if any)	

Approved by SLT (signed):

Date:

DOWNVIEW PRIMARY SCHOOL: FINAL DETAILS FORM B

Please complete for school records, copy for all staff on visit and place one in office on the morning of departure.

Group Leader (and mobile number)		
Deputy Leader (and mobile number)		
Year group and classes		
Number of children actually on trip		
Teachers/ adults who are accompanying them.	Names:	Mobile numbers
Venue (including phone number and postcode)		
Time of departure		
Time of return		
Means of transport		
Name of coach firm		
Phone number of coach firm		
Names of children not taking part and arrangements that have been made for them (including absentees)		

Appendix D: Downview School Risk assessment forms and parental guidance
Risk Assessment for Year trip to

Minimum adult ratio- EYFS - 1:2/3

KS1 - 1:6

KS2 - 1:15 (Adventurous activities - 1:12)

Date of Visit	
Group Leader	
Deputy Leader	

SECTION 1

Areas of concern	Those concerned	Control of risk	Post event review
1.1 The Coach	All	Seatbelts worn. Adults strategically placed - No child on front seats or middle of rear seat.	
1.2 Supervision	Pupils	Teacher:pupil ratio of 1:20 Adult:pupil ratio of 1:15 Repeated counting/checking. Pupils supervised at all times.	
1.3 Group Supervisors	Adults	All briefed on plan for the day, pupil details, phone numbers, first aid cover.	
1.4 Behaviour	Pupils	Meeting with all pupils. Pupils reminded as required throughout visit. Parents briefed Any individual risk ass.	
1.5 Insurance	All	RPA	
1.6 Medical	All	6 trained first aiders going. Consent forms taken and a copy with emergency contact numbers is left in school. Group and Deputy leaders have contact details of all adults. Each leader has individuals listed. Group leaders and place being visited are aware of SEN needs.	
1.7 Severe allergies	All	The venue is aware prior to our visit that there are visitors with severe allergies. Epipens and inhalers will be taken on the visit.	
1.8 Toilets	Children	Children must be accompanied to the toilets by a member of Downview staff.	
1.9 Children	Children	Any disclosures made by children on	

disclosing information		school visits should be logged as in school and referred to DSL as soon as possible in face or over the phone if a residential.	
1.10 Mobile phones	Staff Children	Mobile phones taken by staff to communicate with school and adults on trip. Children are not permitted to take mobile phones, all communication will be via staff phones. Any pupil with a mobile phone will be asked to give this in to a member of staff as they do during the school day.	
1.11 Other relevant info			

Risk Assessment for Year trip to

SECTION 2 - HAZARDS SPECIFIC TO THIS VISIT (An assessment provided by the company to be visited may be attached but please review)

Areas of concern		Those concerned	Control of risk	Post event review
2.1	Please name specific children who are cause for concern - medical, behaviour, etc.):			
2.2	Children getting lost	Children	Agreed procedure discussed with children (please specify for this visit):	
2.3				
2.4				
2.5				
2.6				
2.7				

2.8				
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Written by:

Approved by (SLT member):

Date:

Risk Assessment for Walks in the local area

Minimum adult ratio- EYFS - 1:2/3

KS1 - 1:6

KS2 - 1:15

Date of Visit	
Group Leader	
Deputy Leader	

SECTION 1

Areas of concern	Those concerned	Control of risk	Post event review
1.2 Supervision	Pupils	Teacher:pupil ratio of 1:___ Adult:pupil ratio of 1:___ Repeated counting/checking. Pupils supervised at all times.	
1.3 Group Supervisors	Adults	All briefed on plan for the day, pupil details, phone numbers, first aid cover.	
1.4 Behaviour	Pupils	Meeting with all pupils. Pupils reminded as required throughout visit. Parents briefed Any individual risk ass.	
1.5 Insurance	All	RPA	
1.6 Medical	All	_____ trained first aiders going. Group and Deputy leaders have contact details of all adults. Each leader has individuals listed. Group leaders and place being visited are aware of SEN needs.	
1.7 Severe allergies	All	The venue is aware prior to our visit that there are visitors with severe allergies. Epipens and inhalers will be taken on the visit.	
1.8 Toilets	Children	Children must be accompanied to the toilets by a member of Downview staff.	
1.9 Children	Children	Any disclosures made by children on	

disclosing information		school visits should be logged as in school and referred to DSL as soon as possible in face or over the phone if a residential.	
1.10 Mobile phones	Staff Children	Mobile phones taken by staff to communicate with school and adults on trip. Children are not permitted to take mobile phones, all communication will be via staff phones. Any pupil with a mobile phone will be asked to give this in to a member of staff as they do during the school day.	
1.11 Other relevant info	All	Mobile phones taken	

Risk Assessment for Walks in the local area

SECTION 2 - HAZARDS SPECIFIC TO THIS VISIT (An assessment provided by the company to be visited may be attached but please review)

Delete anything not appropriate for your visit)

Areas of concern		Those concerned	Control of risk	Post event review
2.1	Please name specific children who are cause for concern - medical, behaviour, etc.):			
2.2	Children getting lost	Children	Agreed procedure discussed with children (please specify for this visit):	
2.3	Crossing roads	All	People with high-visibility jackets standing in the middle of the road as chn cross.	
2.4	Toilets	All	Accompanied by CRB checked adult	
2.5	Members of the public	All	Children pre-briefed on respecting others	
2.6	Walking to and from and around the village/ town	All	Route has been pre-planned and mapped out. Children pre-briefed about safety rules. Walk in pairs. Single file for narrow footpaths. Adults to be staggered throughout the line.	
2.7	Sea	Al	Children to be supervised at all times. Discussed beforehand the depth to which children are allowed.	

2.8	Dog poo	All	Talk to children before visit and be careful where you step.	
2.9	Eating lunch	All	Adults to have hand gel for children to clean hands before eating. Children sit and eat lunch and wait for others to finish. Do not leave litter.	

Written by:

Approved by (SLT member):

Date:

Risk Assessment for Children with SEND

Name of Child -

Year Group/Class -

Name of Class Teacher -

Highlight Main area/s of Need - Cognition & Learning

- Communication and Interaction
- Social, Emotional & Mental Health
- Physical & Sensory

Date of Visit & Place of Visit	
Who will be responsible for supporting the child <u>in addition</u> to the Class Teacher? (Please ask parent/carer to attend first)	

Areas of concern Consider transport, food, toileting, physical hazards, safety, health needs (for example: getting lost, being overwhelmed by sensory experiences).	What measures will you take to control the risk?	Post event review (use this to record any concerns, issues or successes with the child that may be of help for future visits).

Date:

SLT signature

Outdoor Education Adviser, November 2019

Dear Parents and Carers

Thank you so much for agreeing to accompany us on our visit, these visits would not be possible without our volunteer helpers.

Please spare a few extra minutes to read this through.

- If you are aware of any existing medical conditions that you have, including use of inhalers, epi-pens, medic alert, please inform your group leader in case of emergency.
- If your emergency contact details are different to the ones that our office has for your child, please let the group leader know so they can be passed to the office.
- There must be no smoking at any time.
- The children are given rules and guidance about their behaviour and conduct on the visit, please support us by encouraging all children to comply with these.
- Only school staff may accompany children to the toilets.
- If it is a coach trip, staff and volunteers will need to be seated throughout the coach.
- School staff are First Aid trained and carry First Aid equipment, please refer any problems to them.
- School staff will take photos so please refrain from taking any that other children are in.
- In case of emergency, please stay with your group. The adult leading the visit will contact school. **Please do not post anything regarding the visit on any social media.** Phone calls by concerned parents may jam the school phone line and prevent important messages getting through.
- If there are any problems, or if you have any concerns, regarding anyone on the visit, please talk to the group leader.

Thank you for your continued support.

Isabel Hellyer (Educational Visits Co-ordinator)

Signed _____



PROVIDER STANDARDS FORM OE2



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

1. 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.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent intensive access to young people
6. 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.
7. 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*).
8. 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.
9. The provider encourages responsible attitudes to the environment as an integral part of the programme.
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
11. 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.
12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

Outdoor Education Adviser, November 2019

Appendix E: Evolve user starter guide

Please click this link:

<https://evolve.edufocus.co.uk/evco10/helpfiles/staff%20starter%20guide%20-%20final.pdf>

Appendix G: Checklist for all offsite activities

EDUCATIONAL VISITS - REVISED CHECKLIST 2023.

		EVC needs to see?	✓when done.
PRIOR TO THE VISIT			
1.	*Carry out visit to proposed venue.		
2.	* Check diary to ensure no other trips on your chosen date - try to avoid Mondays and Fridays		
3.	*Enquiry Form - at this stage Provisional Bookings may be made, including coaches (this also goes to the office).	Yes	
4.	*Complete Form A - 2023 version	Yes	
5.	*Complete all risk assessments - 2023 version: ensure this includes any medical or behavioural needs and that there are plans in place for dealing with these. Remember with GDPR, the children's initials should be used.	Yes	
6.	* Complete individual risk assessments for children with SEND - ensure sufficient adults with these children.	Yes	
7.	*Confirm all bookings - including timings		
8.	*Ensure enough adult help available - including for children who need 1:1 (these sit outside of the ratios).		
9.	Check coach size is big enough to accommodate children and adults.		
10.	*Send out parents' letter once EVC has signed off Form A and Risk Assessment. This must be done a MINIMUM of 3 weeks prior to the trip to enable parents to order packed lunches.		
11.	Check numbers of FSM - have parents ordered packed lunches?		
12.	*Meet with children to explain the visit and safety rules (if you have photos from your pre-visit, children can derive many of these themselves)		
ON THE DAY			
13.	*Complete Form B and send to office - no need to collect emergency contact numbers for parent helpers as the office have these.		
14.	Collect any packed lunches.		
15.	*Ensure all adult helpers are aware of groups, potential problems (medical etc) in their group and the itinerary for the day. Give parents a copy of the Parents' Guidance on School Trips letter.		
16.	If any non-parents are going, collect their mobile numbers.		
17.	If more than one coach going, ensure group leaders on coaches have mobile number of other leader. Make list of which children are on which coach.		
18.	*Yellow hi-vis jackets for all adult helpers Yellow jackets for younger children		
19.	*First aid equipment including children's inhalers/epi-pens/		

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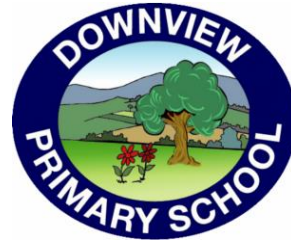
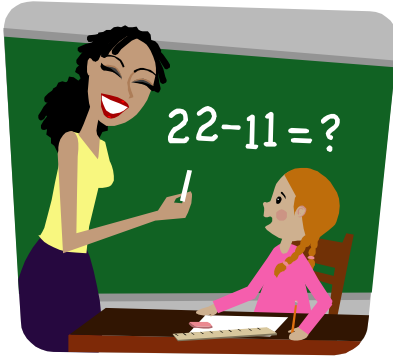
	travel sickness pills (for coach trips).		
20.	*Green card (each teacher should have one)		
21.	*Take Downview Primary School Off Site Emergency plan		
22.	*Take all risk assessments, group lists and Form B with you.		
23.	Check no children have mobile phones - teachers should look after them or give in to the office.		
24.	* Ensure school staff have got each other's mobile numbers		
ON RETURN			
25.	*Evaluate trip, including individual SEND risk assessments and inform EVC of any issues or problems arising.	Yes	

* All visits, including local ones

There is a generic permission letter going out for all local visits. There is also a generic risk assessment and Form A for these visits.

KS2 Swimming - If there are any children remaining in school, please ensure that a list of their names, and where they are, is sent to the office. If you take any adults that are not your normal TAs, please send this list to the office too in case of fire drills.

Appendix H: Work experience guidelines:



Work experience

Welcome to Downview School.

Hopefully, this document will supply all the information you need, but if it doesn't, please ask. Your line manager is Mrs Hellyer.

School Hours

School begins at **8:50 a.m.**

The children are allowed into school from 8:40. Teachers are expected to be in classrooms by 8:30.

Parents are allowed to bring their children around to the classrooms, the majority of the children enter school independently. The office staff are available then if parents need to speak to them.

All visitors are expected to sign in at the office and to receive a Visitors' lanyard.

Break times

The KS1 classes have a morning break from 10:40 – 10:55 a.m. Teachers will take children out in the afternoon if they feel it is appropriate to do so. KS1 assembly is at the end of the day.

KS2 have a morning break from 10:20 – 10:35 a.m. Most days, this is followed by assembly. They do not have an afternoon break.

During wet break times, teachers should remain in their classrooms until they can be released by the colleague or classroom assistant that is on duty,

Playground Duty and Assembly rotas are on the wall in the staffroom.

Find out when your teacher is on playground or assembly duty and go with them at least once during your work experience. You are welcome to go out at other times but remember that you are a member of staff and observe the adults around you. Year 10 students often find it difficult to maintain an adult/child relationship with the children. If this is being a problem, talk to a member of staff and/or do not go out at playtimes. Remember that you are welcome into the staff room, although we would ask that students leave the staffroom by 12:45 to ensure there is enough room for our teachers and TAs to sit down.

Lunchtimes are from 12:10 – 1:07, although Reception children go in for lunch at 12:00. KS1 children eat in the hall at 12:10; the other classes go out to play unless it is wet. Teachers are asked to accompany their classes to the hall for the first sitting. The KS2 children eat in the hall at 12:40; a bell is rung by the MDMS.

School ends for all children at **3:20 p.m.**

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Staff Room

The staff room is available for all members of the teaching and non-teaching staff to use. Please talk to your Year group colleagues about tea and coffee arrangements.

Sickness

If you are unable to attend any session you should ring school and leave a message together with the name of the teacher (if known) with whom you are working. Tel: 01243 820511

Dress

All members of staff are expected to dress reasonably when working in classrooms on days when children and parents are in school. Jeans, or other clothes made from denim, are **not** considered appropriate. Teachers are expected to dress appropriately for Physical Education and Games lessons so find out when kit may be required.

Piercings: only earrings may be worn. Nose studs, nose rings, tongue piercings and other facial piercings are not permitted to be worn in school.

Mobile Phones

All phones should be kept in bags away from the children and switched off during lesson time. They should not be shown to, or used with, the children.

Smoking

This is a non smoking site.

Teaching Assistants

Teaching Assistants are employed across the school to support from Year R to Year 6. They have a number of duties

- Supporting children (both individual SEN and groups as deployed by teachers).
- Carrying out admin. tasks
- Supporting teaching staff
- In some cases TAs also carry out first aid duties
- Supporting office staff on occasional afternoons

Remember that work in school is confidential:
you should not be talking about named
children or parents outside of school.
You will be given, and expected to sign, the
school's Volunteers or Work Experience
Confidentiality Agreement.

September 2022



Appendix I: Emergency response plan

Please log on to Evolve West Sussex to see our Establishment documents.

Appendix J: Our Current educational visits

Year group	Visit	Term	Purpose
Reception	Walk to postbox Felpham beach	Spring Summer 2	Support topic/Early Learning goals
1	Arundel Castle Walk around fields	Summer 1 Summer 2	Support History topic Support science and geography topic
2	Felpham Church - Christingle Dell Quay	Autumn 2 Summer 2	Support RE topic Support Science and geography topic
3	Felpham Beach Swimming Preston Manor	Autumn 1 Summer Summer 2	Support history and science topic work PE curriculum Support History topic.
4	Swimming Queen Elizabeth Country park	Spring Summer 2	PE curriculum Support Geography curriculum
5	Swimming Butlins pantomime Chichester planetarium Butser Ancient Hill farm	Autumn term	PE curriculum Christmas/PSHE Support Science topic Support History topic
6	Butlins pantomime PGL residential Local visits - Hotham Park, Beach	Summer 2	Christmas/PSHE Support PE curriculum Year 6 transition/PSHE activities
Mixed year groups: Choir PE events	Singing to old people and at light switch on O2 Big Sing Various	Autumn 2 Spring 1 Spring 1 Throughout the year	