



THE BISHOPSWOOD SCHOOLS FEDERATION

Off-Site Activities and Educational Visits Guidelines

At The Bishopswood Schools Federation we aim to give our children a broad and balanced curriculum. We believe that children learn best by first hand experiences and as part of this we recognise the value of off site educational trips and activities. The safety of children, staff and parents is paramount and so we adhere strictly to Hampshire County Guidance for off site activities. We have a designated Educational Visits Co-ordinator.

Rationale for learning

Our values and beliefs about the curriculum are supported by off site educational visits through:

- Developing key skills
- Raising self-esteem and motivation
- Developing our social skills and citizenship
- Promoting learning
- Promoting health and fitness.
- Learning through first hand experiences

This is supported by

- High expectations of good behaviour in accordance with our behaviour policy.
- A set of clearly defined roles and responsibilities.
- Parents and others fully informed of the nature and value of the venture.

Responsibilities

Responsibilities are in accordance with Hampshire County Guidance, policies and procedures.

Headteacher:

- To ensure that all staff have access to guidance, relevant documentation, and training as required.
- To ensure that risk assessment and management strategies are in place.
- To ensure that activities are monitored and evaluated to maintain good practice.
- To appoint a leader for each activity.

Educational Visits Co-ordinator

- To ensure guidance and regulations are followed
- To work alongside trip leaders
- To support the Headteacher in decision making
- To ensure risk assessments are carried out.
- To recommend training.

- To support the use of school policies off site.
- To ensure there is liaison and consent of parents
- To support the Headteacher in the management of educational visits
- To be fully aware of the responsibilities of those on educational visits
- To inform the Governing Body as needed.
- To monitor procedures and practice.

The Group leader has responsibility for:

- The administration, programme, supervision and conduct of the educational visit.
- Putting risk assessment procedures in place –location, groups travelling, transport
- Ensuring that volunteers and other adults know:
 1. behaviour expectations,
 2. supervision strategies while travelling and on location,
 3. who they report to and work with
 4. their exact role and responsibility
 5. understand their duty of care

Risk Assessment

The group leader must carry out a risk assessment and a school proforma filled in. A copy must be given to the Educational Visits co-ordinator. If this is the first visit to the location, then an initial visit must be carried out as part of the risk assessment.

Approval System

At the beginning of each year, parents are required to fill in an approval form for visits within walking distance. For trips where transport is to be used approval forms must be completed for each trip.

Supervision

In accordance with county guidelines the ratios are:

- under 5s - 1:6
- Under 8s - 1:8
- From 8-18 - 1:12

These are a minimum requirement for all trips. However we aim to exceed these whenever possible.

Related Policies

This policy should be read in conjunction with the following policies and guidance

- Hampshire County Council Child Protection guidance
- Charging for school activities policy
- Behaviour policy
- Hampshire County Council Off Site and Educational Visits Guidance

Procedures

1. At the infants: A trip file is opened – in Teacher’s pool offsite activities folder to allow access for EVC. At the Juniors: The trip is registered on the EVOLVE website and the EVC can access plans there.
2. Details are agreed upon and arrangements made.
3. A risk assessment is completed, with copy to E.V.C.
4. The trip leader liaises with headteacher and Office Administrator to confirm the following:
 - Accept quotes
 - Place orders
 - Review risk assessment
 - Send out consent forms
 - Review and confirm medical/ emergency procedures including special needs.
 - Arrange for names and telephone lists of helpers for staff/helpers
 - Confirm supervision strategies.
 - Confirm site details and eating arrangements.
5. Prior to the trip the leader holds a meeting with class teachers and support staff to:
 - Confirm all details
 - Check and chase up consent forms and money
 - Answer any questions
 - Confirm eating arrangements and requirements
 - Check medical needs and first aid– ask parents to provide personal Epipens if necessary
 - Agree timetable and emergency arrangements
 - Issue information packs
6. On the day:
 - Remind children what is expected of them
 - Confirm groups and allocate helpers
 - Ensure office has required information – telephone and emergency numbers, list of helpers, emergency procedures etc
 - Ensure helpers have information packs and risk assessments
 - All children to visit the toilet
 - Check all children have brought a packed lunch
 - Check each coach has medical/ first aid needs – ask parents to provide personal Epipens if necessary
 - Check children onto coach and seatbelts
 - Ensure adults are evenly spread around and aware of which group of children they are supervise

At the venue

- Check children on/off coach
- Explain again purpose of visit and expectations of behaviour
- Check groups arrangements and meeting places/times

Back at school

- All children to be taken to own classroom for collection by parent/carer

- Medical/first aid items to be returned to medical room /office informed of any top up needs
- Destroy any extra copies of home phone numbers