



# Repton Manor Primary School

## Offsite Visits Policy

<b>Written by</b>	Jessica Iles	<b>Signed</b>
<b>Uploaded</b>		
<b>Date approved by Governing Body</b>	10 <sup>th</sup> January 2023	Local Governing Committee
<b>Reviewed</b>		

## **Introduction**

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experiences outside the classroom and visa versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at - [http://www.kenttrustweb.org.uk/Policy/outdoor\\_regs.cfm](http://www.kenttrustweb.org.uk/Policy/outdoor_regs.cfm)

## **Aims and purposes of Educational Visits**

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of opportunities and activities are outlined on the school website along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams (e.g. sports teams)
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

Repton Manor Primary school ensures fair access for all children to partake in learning offsite.

## **Approval Procedure and Consent**

Jessica Iles is the Educational Visits Co-ordinator (EVC). The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Repton Local Committee and has nominated the EVC as signatory, as necessary, on behalf of the Governing Body.

Before a residential and / or adventurous activity visit is advertised to parents the Executive Head Teacher, Head of School, the EVC and Governors must approve the initial plan.

Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system Evolve. Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent or London will be registered (Notification) on the above system, Evolve.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' which apply to all educational visits.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The staff: pupil ratios will not exceed those as recommended by the Local Authority.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the children.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **The Expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include

guidance in relation to the potential withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

## **Emergency Procedures**

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

In case of a major incident, the visit leader will liaise with the appointed member of SLT who will remain in communication with the Local Area Education Officer (David Adams) to follow Kent's 'Major Incident Procedures'.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

## **Evaluation**

Residential and whole school visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be presented to the Governing Body.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The School Business Manager is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

Policy agreed by:  
Date: 06/01/2023

Review date: Jan 2023  
Reviewed by: Jessica Iles

## **Appendices**

- 1. School Trips Flow Diagram**
- 2. Letter to families template**
- 3. Supporting adult form**
- 4. Guidance for volunteers**
- 5. KCC Risk Assessment**

## Organising School Trips

You will **NOT** need a permission slip for local trips which fall within the school day, as permission has already been gained from parents for these trips when the child joined our school. Please check with the office that all children attending have this permission form signed.

### Notice needed for trips

Residential trip – Term one of the academic year

Outside of Kent – Two terms before

Trip in Kent but not local to the school site – One Term

Local visit e.g. Waitrose/post box – One Term

Nominate one person to act as Group Leader. <b>Name:</b>	<input checked="" type="checkbox"/>
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Group Leader to make themselves aware of the Offsite Visits Policy (attached, pages 9).	
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Ask Finance Officer to cost coaches. Finance Officer will need to know <ul style="list-style-type: none"> <li>Total numbers of children and adults – consider 1:1's and ratios when considering this. Check with EVC and Head of School</li> <li>Venue name and address</li> <li>Venue availability dates and ideal times of travel</li> <li>Cost per child</li> </ul>	
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Email School Business Manager, EVC and Head of School with the full details of the trip as above.	
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HS / EVC and SBM to authorise trip. If residential must be authorised by Governing Body.	
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Once agreed, book venue and ask the Finance Officer to book the coaches. Add to the school calendar (classes out and times of trip).	
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If required a site visit to be conducted prior to the trip.	
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Draft letter to parents using model letter attached adjust as necessary send this to EVC to check dates.	
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Draft risk assessment attached, send to EVC to check. EVC to send this to HS to authorise.	
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Ask PINC team to support personalised risk assessment for individuals/ 1:1 support. Parents to sign the Risk Assessments	
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Admin Officer to send an email containing the letter for the off-site visit to whole school, parents and kitchen.	
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Confirm with Lou Summers cover for staff attending trip. Approach any volunteers needed (can be parents if appropriate) and ask if they are able to attend. Volunteer code of conduct to be shared.		
All of the above actions are complete	Signed	Dated

If insufficient payment is received by 5 weeks before the trip, Finance Officer to write to all parents to let them know that if money doesn't arrive by end of the week, the trip will need to be cancelled.

**2 weeks + prior to trip:**

Collect details from any adults supporting the trip, page 5.	
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Let kitchen know about the trip if necessary. Let them know how many hot lunches or school packed lunches and timings.	
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Prepare all children with a focus on SEND for changes in routines – See PINC team	
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Split children into groups, ensuring vulnerable children are with a familiar adult. Assign each group to an adult. All volunteers <b>MUST</b> be paired with a member of staff.	
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Learning needed for the trip is prepared and differentiated accordingly.	
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Adult and children's medicine forms and risk assessment to the Finance Officer. Completed risk assessments to Site manager.	
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Admin Officer to prepare Trip Reports, including: <ul style="list-style-type: none"> <li>• Class lists with DOB, emergency contact number and medical information and allergies for each child</li> <li>• Medicine Logging form and Medicine Administration form</li> <li>• An adult list with all above information as per child's list</li> <li>• All relevant risk assessments.</li> </ul> Print one report for each adult attending the trip (including volunteers) and one for EVC		
All of the above actions are complete	Signed	Dated

**Day before trip:**

Confirm with Phase Leaders the members of staff who will be attending the trip. If any changes to original plans update all parents & whole school.	
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Collect Trip Reports from Admin Officer. Collect medical bags and sick buckets (if travelling by coach). Collect learning resources.	
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Prepare all children for the change of routine in the day tomorrow, specifically SEND children – see PINC team.	
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Class Teachers to collect together any additional information needed by adults supporting the trip into a Trip Pack, including:

- Group List
- Notes of any relevant educational or behavioural needs of children in their group
- Map of the site
- Notes about any learning to be completed – make expectations clear and make it clear what support children will require
- Charge iPad if taking.
- Find out who the named SLT contact in school will be, this will be Louise Summers unless absent.
- Find out the current terror threat level, take additional actions if required.

All of the above actions are complete

Signed

Dated

**Day of trip:**

Trip Lead (using proforma provided in pack from Admin Officer).

- Collect all medicines permission and parental contact details
- Any relevant learning materials
- Ensure mobile phones are charged and not on silent.
- Administer and check all medicines and sign
- Return all medicines to parents signing off
- Return all paperwork to archive to school office
- Keep school office notified of changes to return journey at regular intervals

All of the above actions are complete

Signed

Dated





# Repton Manor Primary School

Repton Avenue, Ashford, TN23 3RX  
office@reptonmanor.kent.sch.uk  
www.reptonmanorprimary.co.uk  
Phone 01233 666307



Executive Headteacher	Matt Rawling
Head of School	Jackie Chambers
Deputy Headteacher	John Page
Chair of Federation	Wayne Wills

Trip:	Date:
Class Attending:	

I give permission for my child to attend the above school trip.

Signed: \_\_\_\_\_

**Child's details**

Child's Name:

DOB:

**Parent's contact details**

Mobile:

Home:

**Medical Info**

*I give permission for my child to have first aid administered in the event of an emergency.*

**Relevant medical details:**

**Allergies:**

**Payment Details** (please circle appropriate)    Paid                      FSM                      Online

**Lunch requirement**    Early Years and KS1 Free School Meals    KS2-FSM    Packed lunch from home



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Executive Headteacher  
Head of School  
Deputy Headteacher  
Chair of Federation

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Jackie Chambers  
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## SUPPORTING ADULT FORM

Trip:	Date:
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I will be able to attend this trip and support a group.

Signed: \_\_\_\_\_

### Details

Name:

DOB:

### Contact details – Contact details of another person in case of emergency

Mobile:

Home:

### Medical Info

*I give permission for a first aider to administer medical support in the event of an emergency.*

#### Relevant medical details:

#### Allergies:

## **Repton Manor Primary School**

### **Guidance for Volunteers on School Visits**

Thank you for your time and assistance with the supervision of the children during their trip.

Our main priority is the safety and welfare of all children during every aspect of the visit from leaving school to their safe return.

We try to minimise risk to children from harm by accidents as well as reducing the risk of harmful behaviours of the public and other adults. You will be required to attend a briefing with the class teacher/group leader beforehand to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.

We have a series of measures /expectations and rules to follow for the safety of the children. We thank you for taking the time to familiarise yourself with them.

You must;

- Do your best to ensure the health and safety of everyone in the group. Speak to the group leader or teachers if you are concerned about the health and safety of the pupils at any time.
- Not be left in sole charge of a pupil/pupils you will need to stay with a member of the Repton Manor staff with your group.
- Report any safeguarding concerns to a member of the Repton Manor staff immediately so they can take the appropriate action.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times. Share the itinerary of the day with your group so they know what to expect throughout the day.
- Inform a member of school staff if you need to leave your group for any reason.
- Let Repton Manor staff know immediately if there is a medical or any other emergency. Repton Manor staff are responsible for first aid and for contacting the school and associated parents in emergency situations.
- Not smoke or consume alcohol on the school visit.
- Not use your mobile phone, engage in social media or take photos of the children.
- Accompany your group back to the classroom at the end of the visit.

#### Additional Information

- Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.

- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head of School on return from the trip.

If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

#### Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

Thank you!

**KCC CHILDREN FAMILIES AND EDUCATION**

**Generic Risk Assessment**

**Topic/Activity/Operation:**

Name of Establishment/School: Repton Manor Primary school	
Risk assessment completed by:	Signed:
	Date:
Head of establishment:  Matt Rawling	Signed:
Sign here only after agreeing control measures and action points.	Date:
Review Date:	

<p><b>Off premises risk assessment/ taking children to:</b></p>  <p><b>Date:</b></p>
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Risk Rating: (LIKELIHOOD)	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk

Probable	Medium Risk	High Risk	STOP
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Risk Level:	Action and Timescales:
Trivial	No action required and no documentary records are required
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.

**STOP** 'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

Step 1	Step 2	Step 3	Current Risk Level	Step 4	Step 5	New Risk Level
What are the hazards?	Who might be harmed and how?	What are you doing already?		Is anything further needed?	Date further action(s) was/were completed	
				By Whom and By When?	Date of next Review	

Travel (Coach)	Children to be transported by coaches to the museum.  Road accident whilst driving.	Precise loading of coaches and strict routine followed for exiting school.  Drivers to drive sensibly, safely and in line with the law. Children to be strapped into seats – adults to check.	Low	Check coach company reputable and in line with KCC guidance. SBM.		Low
Travel (Walking)	Children and adults.  Tripping whilst walking around the site.	Children to walk in pairs with adults (KS1: 1:6 as requested by the museum, KS2: 1:10 as requested by the museum  1:1 for vulnerable children )  Take care when walking along the footpaths.  Children to be supervised whilst unloading and loading coach.  Disabled children to use disabled access, specific coach drop off.  Staff driving – check of insurance for business use.	Medium	Children to disembark and embark coach next to museum pavement. No road crossing necessary.		Low
Emergency evacuation.	Children and adults.	Children to be briefed into the procedures for emergency evacuation.  Upon arrival at the museum adults will be briefed with an assembly location and evacuation route by members of the museum’s staff.  All accompanying adults to have contact number of Head and Deputy Mobile.	Low			

Medical concerns	<p>Children and adults.</p> <p>Children tripping or receiving an injury.</p> <p>Asthma attacks and allergies.</p>	<p>Ensure any medicine that is required is taken and that the adults and children know how to administer it.</p> <p>All medication required by children to be taken and carried by the adults in the children's group.</p> <p>Medication only to be administered by employed members of staff.</p> <p>Staff medication to be kept securely.</p> <p>Children will not be given any medication not prescribed to them.</p> <p>First aid kit to be taken by staff.</p> <p>The uniformed staff in Front of House team can be called on in the case of an incident requiring first aid.</p>	Low			
Child wandering	<p>Loss of child, break in supervision, emotional distress, safeguarding.</p>	<p>All children to be told by supervising adult information point at museum, museum staff only contact.</p> <p>Frequent headcount throughout day and registration at key stages, before, after boarding coaches, before and after entering and leaving museum and before and after toilet and refreshment breaks.</p> <p>HS to be contacted immediately should a child go missing. Parents and police to be contacted by the school.</p>	Medium	<p>Ensure all children stay with a designated adult.</p>		



Stranger Danger	Children's safety, safeguarding.	All children reminded how to keep themselves safe. Politeness to members of the public but no interactions without school staff supervision. All adults to remind children during coach journey.	Low			
Safeguarding concerns		Any safeguarding concerns will be called through immediately to the DSL in the school who will take relevant actions from school				
Use of mobile phones		Photos will not be taken on personal mobile phones.  No use of social media on any trip  Mobile phones will not be taken into the toilets with the children or any changing rooms.  Mobile phones will only be used to contact adults on the trip as necessary or the school.				
Weather		Appropriate clothing/hats/sun cream /adequate shade/shelter. Parents asked to provide				
Name:				Date Completed:	Review Date:	
Date:						

This Risk Assessment should be read in conjunction with children's individual Risk Assessments for their specific needs and site risk assessments.