



Repton Manor Primary School

Offsite Visits Policy

Written by	Jessica Iles (EVC) and Jackie Chambers (HoS)	Signed
Uploaded		
Date approved by Governing Body	January 2024	
Reviewed		

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 are often the most memorable learning experiences; they help us to make sense of the world around us by making links between feelings and learning and 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

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. We update our Trips and Visits Long Term Plan each year and share this with parents (see our website: <https://www.reptonmanorprimary.co.uk/our-children/trips-and-visits/>).

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 (such as: music, drama, art, science, sport, homework clubs). For details on our school offer, see: <https://www.reptonmanorprimary.co.uk/our-children/clubs/>.
- 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 nominated the EVC as signatory, as necessary, on behalf of the Governing Body. The Head of School will also be

signatory, as necessary, on behalf of the Governing Body and will sign off all risk assessments for offsite visits.

Before a residential and / or adventurous activity visit is advertised to parents, the Executive Head Teacher, the 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 online Visit Notification and Approval system, Evolve. Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities, but which 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 (<https://www.reptonmanorprimary.co.uk/our-school/policies/>).

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: 01/2024

Review date: Jan 2025

Appendices:

- 1. School Trips Flow Diagram**
- 2. Template letter to families**
- 3. Supporting adult form**
- 4. Guidance for volunteers**

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

Outside of Kent – Two terms before
 Local visit e.g. Waitrose/post box – One Term

Nominate one person to act as Group Leader.	<input checked="" type="checkbox"/>
Name:	

Group Leader to make themselves aware of the Offsite Visits Policy (https://www.reptonmanorprimary.co.uk/our-school/policies/)	
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Ask the Finance Officer to cost coaches. Finance Officer will need to know: <ul style="list-style-type: none"> Total numbers of children and adults – consider ratios (1:5 YR, 1:8 Yr1, 1:10 Y2-6- 1:1 SEN if needed). Venue availability dates and ideal times of travel. Cost per child – Consider staffing costs (Supply/Outside school hours). 	
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Email Head of School and EVC with full details of trip (dates, cost, staffing needed, etc) for authorisation. If residential, must be authorised by Governing Body, email EHT.	
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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). 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 Office Manager who will seek approval from HoS / DHT and send out.	
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Office Manager to send an email containing letter for the offsite visit to whole school, parents and kitchen; add this to website. Add to Arbor for payment and consents, if required.	
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Risk assessment uploaded to Evolve and sent to EVC to check. EVC to send this to HOS to authorise.	
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Ask PINC team to support personalised risk assessment for individuals/ 1:1 support. Upload individual risk assessments to Evolve for EVC and HOS to authorise. ID to sign off on individual risk assessments. Parents to sign the Risk Assessments before the trip.	
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Confirm with DHT 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 and form signed.	
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All of the above actions are complete	Signed	Dated
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If insufficient payment is received by 5 weeks before the trip, the Finance Officer will 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 (using supporting adult form).

Let kitchen know about the trip if necessary. Let them know how many hot lunches or school packed lunches are needed and timings.

Prepare all children with SEND for changes in routines – See PINC team for advice.

Split children into groups, ensuring vulnerable children are with a familiar adult. Assign each group to an adult. All volunteers **MUST** be paired with a member of staff.

Learning needed for the trip to be prepared and differentiated accordingly.

Completed risk assessments and list of staff members attending printed and given Office Manager.

Office Manager to prepare Trip Reports, including:

- Class lists with DOB, emergency contact number and medical information and allergies for each child.
- Medicine Logging Form and Medicine Administration Form.
- Adult contact details (Mob, Medical conditions).
- Completed Risk Assessment – and any individual Risk Assessments.

Print one report for each adult attending the trip (including volunteers).

All of the above actions are complete

Signed

Dated

Day before trip:

Collect Trip Reports from Office Manager, collect medical bags, sick buckets (if travelling by coach) and resources.

Prepare all children for the change of routine in the day tomorrow, specifically SEND children – see PINC team for advice.

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 usually be HOS).

Find out the current terror threat level, take additional actions if required.

All of the above actions are complete

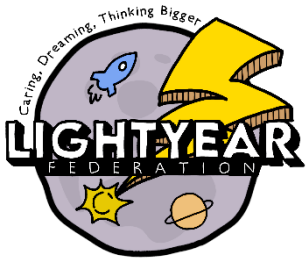
Signed

Dated

Day of trip:

Trip Lead (using proforma provided in pack from Office Manager).

- Paperwork: medicines permissions, emergency details, learning materials.
- Ensure mobile phones are charged and not on silent.
- Administer and check all medicines and sign.
- Keep school office notified of changes to return journey at regular intervals.
- **Return all medicines to parents (After Trip).**
- Return all paperwork to archive to school office.



Repton Manor Primary School

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www.reptonmanorprimary.co.uk
Phone 01233 666307



Executive Headteacher
Head of School
Deputy Headteacher
Chair of Federation

Matt Rawling
Jackie Chambers
John Page
Wayne Wills

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

Mobile:

Emergency 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 before the trip 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. Please do not accompany the children to the toilet block at any point – this will be done by Repton Manor staff.
- 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.
- Not make contact with other parents outside of the trip about the details of the trip whilst on it – this includes notifying other parents of delays etc. The school will do this to ensure equitable communication.

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 to 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 with another 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 (EHT) and Jackie Chambers (HoS)	Signed:
Sign here only after agreeing control measures and action points.	Date:
Review Date:	

Off premises risk assessment/ taking children to:
Date:

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

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 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you doing already?	Current Risk Level	Step 4 Is anything further needed?	Step 5 Date further action(s) was/were completed	New Risk Level
				By Whom and By When?	Date of next Review	
Travel (Coach)	<ul style="list-style-type: none"> Children to be transported by coaches. Road accident whilst driving. 	<ul style="list-style-type: none"> Precise loading of coaches and strict routine followed for exiting school. Head count once chn board coach and before leaving once chn are strapped in. Drivers to drive sensibly, safely and in line with the law. Children to be strapped into seats – adults to check. 1:1/1:2 children to be supported by an adult within ear shot and sightline. Children with physical needs to be supported to enter and exit the coach. Children to be reminded of appropriate behaviour during transportation. Staff driving – check of insurance for business use. 	Low	<ul style="list-style-type: none"> Check coach company reputable and in line with KCC guidance. 		Low
Breakdown Contingency	<ul style="list-style-type: none"> Children and adults 	<ul style="list-style-type: none"> Children to move away from vehicle if necessary/ possible to a safe holding position (eg well away from emergency lane of motorway). Small travel kit to go with group. 	Low	<ul style="list-style-type: none"> 		
Travel (Walking)	<ul style="list-style-type: none"> Children and adults. 	<ul style="list-style-type: none"> Children to walk in pairs with adults. Correct adult: child ratios (1:5 YR, 1:8 Yr1, 1:10 Y2-6-1:1 SEN if needed) 	Medium	<ul style="list-style-type: none"> Children to disembark and embark coach onto pavement. 		Low

	<ul style="list-style-type: none"> • Tripping whilst walking around the site. • Danger of being hit by a car while crossing the road/walking alongside the road. 	<ul style="list-style-type: none"> • Take care when walking along the footpaths. Adults to ensure children stay on footpath and walk in pairs at all times. • Ensure all adults are aware of the route. • When walking next to any road, adults to be stood closest to the road to stop children getting too close. • Pupils to walk in a single file when footpath is not wide enough. • Children to be supervised whilst unloading and loading coach. • Children to be made aware of road safety and to cross the road only with supervision of adults. • Adults to be distributed evenly among the children to maintain supervision while children walk. Each adult walking with their group. • Disabled children to use disabled access, specific coach drop off. • Adults to stand in road to stop traffic when chn are crossing. Adult to have a secure understanding of role. 		<ul style="list-style-type: none"> • Children to be made aware of their group leaders before leaving school. 		
Emergency evacuation.	<ul style="list-style-type: none"> • Children and adults. 	<ul style="list-style-type: none"> • Children to be briefed on the procedures for emergency evacuation. • Upon arrival, adults will be briefed with an assembly location and evacuation route. • All accompanying adults to have contact number of School (01233 666307), trip leader and HoS (07734956059). 	Low	<ul style="list-style-type: none"> • Any information provided in advance for off-site visits will be included in the staff pack so group leaders are aware. 		
Medical concerns	<ul style="list-style-type: none"> • Children and adults. • Children tripping or receiving an injury. • Asthma attacks and allergies. 	<ul style="list-style-type: none"> • All medicine to be administered must be included on the medical form completed by the parent and signed in by the parent on the day of departure. Children will not be given any medication not included on their form. • If children are to be given calpol, nurofen or piriton (school owned) permission must be given on the medical form. • Ensure any medicine that is required is taken and that the adults and children know how to administer it. • Medication only to be administered by employed members of staff and recorded and signed clearly 	Medium	<ul style="list-style-type: none"> • Check the first aid training of staff members attending is up to date. • Meet with parents to confirm the requirements needed to provide individual children's needs. • Confirm allergies with caterers and agree on a suitable menu. 		

		<p>when administered. Two staff members to witness children taking medication as far as possible.</p> <ul style="list-style-type: none"> • All medication required by children during the day, to be taken and carried by the adult in the children's group. • Staff medication to be kept securely. • Children will not be given any medication not prescribed to them. • First aid kit to be taken by staff. • Medication to be signed out when returned to parents. 				
Child wandering	<ul style="list-style-type: none"> • Loss of child • Break in supervision • Emotional distress • Safeguarding 	<ul style="list-style-type: none"> • All children to be told by supervising adult the location to travel to if they are lost. • Frequent headcounts throughout day and registration at key stages (before and after boarding coaches, before and after entering and leaving the location and before and after toilet and refreshment breaks). • No children to walk alone. Children walk in pairs. • HoS to be contacted immediately should a child go missing. Parents and police to be contacted by the school. • Children with additional SEND needs will be supported in ratios appropriate to their needs. Children entitled to High Needs Funding will have adequate support. 	Medium	<ul style="list-style-type: none"> • Ensure all children stay with a designated adult. 		
Stranger Danger	<ul style="list-style-type: none"> • Children's safety, safeguarding. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Children's safety, safeguarding. 	<ul style="list-style-type: none"> • Any safeguarding concerns will be called through immediately to the DSL in the school who will take relevant actions from school. 	Low			
Use of mobile phones	<ul style="list-style-type: none"> • Loss of or damage to devices. • Safeguarding concerns - keeping children safe 	<ul style="list-style-type: none"> • No children to take mobile phones on the trip. • Staff will have their mobile phones so that they are contactable. All staff to have each other's mobile numbers. • All staff to have signed the acceptable use policy before travelling with their phone. 	Medium	<ul style="list-style-type: none"> • No mobile phones or electronic devices belonging to pupils will be permitted. 		

		<ul style="list-style-type: none"> • Photos will not be taken on any personal mobile phones. Staff will take school i-pads to take photos. • No use of social media on any trip. No details of the trip / photos will be posted to social media. • Mobile phones will not be taken into the toilets with the children or into any changing rooms / sleeping areas. • Mobile phones will only be used to contact adults on the trip or back at school as necessary. • Only photos added to website blog will be added by Jackie Chambers, HOS. All photo permissions to be collected from Arbor prior to the trip. • Phones only to be used for personal reasons when the children are not present - when agreed with other members of the team. • All parent communications about the trip will be via school lines of communication (website blog / emails via Arbor). 				
Cameras	<ul style="list-style-type: none"> • Loss of or damage to devices. • Safeguarding concerns - keeping children safe 	<ul style="list-style-type: none"> • No children to take cameras on the trip. • Only staff to take photos of the trip – all staff to take a school ipad for this purpose. • Photos will not be taken on personal mobile phones. • No photos at all in toilets, changing rooms or dorm rooms. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • No mobile phones or electronic devices belonging to pupils will be permitted. 		
Weather	<ul style="list-style-type: none"> • Sunburn • Dehydration • Overheating • Sun stroke • Hypothermia/ chills 	<ul style="list-style-type: none"> • Parents asked to provide appropriate clothing: hats/sun cream /adequate. • Staff on the trip to ensure shade/shelter. • Children to take water bottle with them for activities. • Pupils are requested to bring a raincoat. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Spare equipment (hats, water bottles) to be taken on the trip by Repton Manor staff. 		
Food (provided by trip location)	<ul style="list-style-type: none"> • Allergies • Spoiling food - illness • Cross contamination - illness • Food poisoning • Tripping/falling in the eating area. • Poor hygiene 	<ul style="list-style-type: none"> • Location to provide food for pupils and staff to ensure food safety standards are fully met. • Pupils and adults will regularly wash hands before eating. • Pupils will be advised not to bring their own snacks. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Hand sanitizer / sinks provided. • List will be shared so all children and staff dietary requirements can be accommodated for. • Staff attending the trip to share their dietary requirements/ 		

				allergies so these can also be catered for.		
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.