



A FAMILY, A FOUNDATION, A FUTURE

Whitminster Endowed C of E Primary School Offsite Visits

Agreed by School Development: Spring
2025
Review Date: Spring 2027

Please also see Risk Assessment Policy (Section 17 in Health and Safety Policy)

The school has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Educational Visits'. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of educational visits and off-site activities to The Head Teacher. The Head teacher will act as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the EVC will approve the initial plan. The will also approve the completed plan and risk assessments for the visit before departure using the eVisit off-site visits online system.

Approval Procedure

The Governing Body has delegated the consideration and approval of educational visits and off-site activities to The Head Teacher. The Head teacher is also the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents, the Head teacher will approve the initial plan. The Headteacher will also approve the completed plan and risk assessments for the visit before departure using the eVisit off-site visits online system.

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with off-site activities and educational visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that vetting and DBS screening is available for volunteers.

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/or 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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will identify the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

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 accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be always and of any extra safety measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Parental authority will be requested for pupils to receive emergency treatment when appropriate, including administration of an anaesthetic or blood transfusion. If parents do not agree to this, the school may decide to withdraw the child from the visit.

Information about special/medical/dietary needs

The school maintains information about special educational, medical and dietary needs of all pupils, which will be referred to by the Visit Leader during the planning of all educational visits and off-site activities. Parents will be reminded to provide up to date information.

Where necessary special arrangements will be made and information will be shared with relevant

staff and training provided.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Communication

The school will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations).

Two members of staff (Senior leaders/office administrator) will be appointed as the emergency contacts for each visit. All major incidents should immediately be relayed to this person(s), 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 contacts, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for educational visits and off-site activities by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be submitted to SHE on eVisit prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

References to other policies

The school has policies for Charging and Remissions and Inclusion, which applies to all visits.



APPENDIX A

Please see Quick start guide from eVisit (attached)

Login: <https://www.e-visit.co.uk/Gloucestershire/eVisit/Login>

All documents and risk assessment can be found in the Library section of the website.

APPENDIX B

Model Letter to Drivers Transporting Young People

We greatly value your support in helping to transport young people to activities. It is our duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers to read the checklist below, complete the information and sign and date it. Please await confirmation from the establishment before driving other people's children to events. This in no way invalidates or curtails private arrangements undertaken between parents.

Name of Driver:

- I have no endorsements or points on my license/have declared any points on my licence and the reasons for accruing them (delete as applicable).
- My car carries current insurance, which is renewed annually, and I have checked with my insurance company that my insurance covers transporting young people on a voluntary basis.
- The road fund license is current and always renewed by the expiry date on the tax disc.
- The vehicle is regularly serviced, kept in safe running condition and where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate its insurance.
- All passengers I shall carry will have and use a seat belt with a child seat or booster seat as appropriate.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company (Remuneration would be construed as being for "hire or reward" - a separate insurance classification).
- I confirm that I have no medical problem which might make the transporting of children an unacceptable risk.

Additionally, for those employed by or for the school/centre:

My insurance includes business use in addition to social, domestic and pleasure. The vehicle I shall be using is/is not* insured in my name.

(If you are driving on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.)

I understand that I must meet the requirements set out in the above statements;

Signed _____ Name (Print) _____

Vehicle registration _____ Date _____

APPENDIX C

Emergency procedures card

This document is a model that requires completion before departure. It is recommended that this is printed, laminated, given to all leaders and placed in first aid kits.

School: _____

Headteacher: _____

Visit / Destination: _____

Departure Date: _____ Return Date: _____

Visit Leader: _____ Mobile No: _____

Deputy Leader: _____ Mobile No: _____

No. of Visit Staff/Volunteers: _____ No. of Young People: _____

School Emergency Contact Person 1: _____

Telephone No: _____ Tel No. outside normal hours: _____

School Emergency Contact Person 2: _____

Telephone No: _____ Tel No. outside normal hours: _____

Details of the British Embassy or Consular: _____
(if abroad) _____

Nearest accident and emergency hospital: _____

Emergency Services No: _____ (Check for the Country visited)

Vehicle breakdown No (if driving): _____

In the event of an accident:

- Establish your own safety
- Ensure the safety of the group
- Give immediate help to any casualties
- Get help

First aid check:

- Breathing - Clear the airway – artificial ventilation
- Beating - Check circulation – external chest compression
- Bleeding - Look and feel – pressure & elevation
- Breaks - Look and feel for irregularities – support

- NOTE: - Do not move a casualty if you suspect serious neck or back injury unless their life is threatened.

Essentials:

- Monitor – record all events and details – establish witness contact details
- Treat for shock – reassure and keep warm
- Remember the rest of the group – safety, comfort, shock.
- Do not split the group – unless it is the only way to get help – leave nobody on their own.
- Control indiscriminate use of mobile phones by the rest of the group.
- Ensure that a leader accompanies any casualties to hospital

Action:

- Get qualified help asap – note your location accurately
- Contact your school – you may be in shock and need support
- News travels fast – your school will need accurate information
- Do not admit anything
- Do not sign anything
- Do not talk to the press – refer to your employer's media officer
- Direct contact with parents should be through your establishment SMT

Incident recording:

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Record details of:

- Time, date and nature of the incident
- Accurate incident location
- Names of casualties
- Details of injuries
- Names of others involved but not injured
- Locations of all involved when moved from the site
- Names and contact details of witnesses
- Action taken
- Action still to be taken
- An agreed forward plan

Notification:

- Notify the police if necessary
- Notify the British Embassy/Consulate if abroad
- Parents should be notified at the earliest opportunity – preferably by your school or unit senior contact
- Notify insurers
- Notify the tour operator/provider
- Media enquiries should be referred to a GCC media contact
- Do not discuss legal liability with others
- Complete accident forms

In the event of a critical incident involving a school, the Emergency Control Room have procedures to contact a Senior Education Officer directly. However, if the school need to speak to the LA:

- the Schools Team can still be reached on the following numbers during office hours: 01452 427547 / 01452 328678 / 01452 328681;
- in the event of an out of hours critical incident the Senior Education Duty Officer can be contacted on 07747 532852.
- For Press Office/Communications issues contact 01452 427965 or for out of hours emergencies 07747 898064.



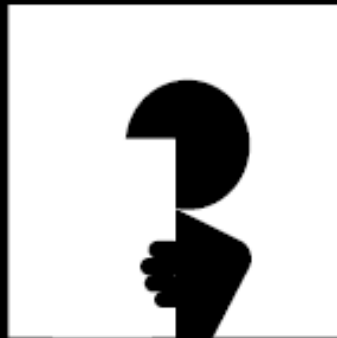
**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.