



## Educational Visits/ Off Site Activities Policy and Risk Assessment Policy

### FLOREAT WANDSWORTH PRIMARY SCHOOL

ADOPTED BY: SSB

DATE of ADOPTION: July 2015

DATE of LAST REVIEW: November 2020

REVIEWED BY: Headteacher

NEXT REVIEW DATE: April 2021

Active Agents: Offsite Activity Organiser, Headteacher

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### **1. Mission Statement**

We will enable children to flourish in school by giving them a knowledge-rich academic education and developing their character strengths and virtues. Our pupils will learn how to work hard and study well, and also to be good and to do good for others. This will set them up for a future of success and wellbeing, whatever they choose to do in their lives.

### **2. Purpose of policy**

Off-site activities are those activities arranged by or under the auspices of the school, which take place outside the boundaries of the school.

Floreat Education Academies Trust believes that off-site activities complement and enhance the curriculum of the school by providing experiences which would be impossible within the school boundaries.

This policy outlines the procedures used for planning and implementing off-site activities.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with this policy before booking any trips. All off-site activities must take place under the terms of these regulations, advice and procedures.

### **3. Procedure**

#### **3.1 Permission**

Where a member of staff is proposing to arrange an off-site activity, the approval of the Head of School must be obtained before any commitment is made on behalf of the School. The member of staff must complete the Educational Trip Approval Form (Appendix 1) and submit it to the Head of School for his or her consideration.

All off-site activities require written parental consent.

#### **3.2 Written Risk Assessment**

Before undertaking any off-site activity, the class teacher, or named lead person, will complete a written risk assessment (Appendix 3). This will be signed by the Head of School and kept on file in the School office. Where a museum/attraction/centre provides a risk assessment, this can be attached to the school pro forma.

The written risk assessment will take into account any specific individual needs of children. This includes known medical conditions, with advice from the parent and/or the school's support staff where the child has a medical care plan.

#### **3.3 Individual Exclusion**

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 Head of School the possibility of excluding the child from the activity.

#### **3.4 Trips over 24 Hours/ Journeys**

Where the activity involves a period of more than 24 hours, an overnight stay or a journey by sea or air, a Residential School Trip Governing Body Approval Form (Appendix 2) must be completed and signed off by the Head of School and the Chair of Local Governing Body.

Wherever possible, the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.

#### **3.5 Cost**

The costing of off-site activities should include any costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers.

The Head of School will appoint a party leader to be responsible for running the activity.

An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to ten children. This is a minimum requirement, and should not automatically be taken as providing appropriate supervision.

### **3.6 Transport Arrangements**

Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts.

Where private cars are used for transport, the party leader is responsible for ensuring that the insurance of each driver covers such journeys.

### **3.7 Parental Contributions**

The parents of children taking part in an off-site activity should be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements. Where the activity extends beyond the normal school day written permission from the parent must be obtained.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions will allow for the Head of School to make a decision about the financial viability of the activity in reasonable time.

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.

### **3.8 Safety**

Before a party leaves, the school office will be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity.

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.

*Attached:*

*Appendix 1 – Educational Trip Approval Form*

*Appendix 2 – Residential School Trip Governing Body Approval Form*

*Appendix 3 – Risk Assessment Form*

### **Ratio of Adults to children on school trips**

When planning school trips the adult to children ratio is paramount, see guidelines below.

- 1 adult for every 4-5 pupils in Reception
- 1 adult for every 6 pupils in Years 1 to 3
- 1 adult for every 10 pupils in Years 4 – 6

## Appendix 1

### 1.1 Educational Trip - Approval Form

**Trip Leader:** .....

**Reason for trip:** .....

**Date of the trip:** .....

**Destination:** .....

**Cost per child:** .....

**Method of transport:** .....

**Number of children:** .....

**Number of staff:** .....

This educational trip has been approved/not approved.

Signed:..... Headteacher

Date: .....

## Appendix 2

### 2.1 Residential School Trip Governing Body Approval Form

**Trip Leader:** .....

**Reason for trip:** .....

**Dates of the trip:** .....

**Destination:** .....

**Place of stay:** .....

**Cost per child:** .....

**Method of transport:** .....

**Number of children:** .....

**Number of staff:** .....

This residential trip has been approved/not approved.

Signed:..... Headteacher

Date: .....

Signed:..... Chair of Local Governing Body

Date: .....

## 2.2 Trips and Visits checklist

Please make sure you have completed all the tasks below when planning your trip.

- Ticket/transport quote obtained
- Trips form completed and signed
- Parent pay set up before trip letter goes out
- Letter for pupils prepared with consent form (use attached form)
- Copy of letter given to the office
- Risk Assessment completed
- Kitchen informed if pupils will not need break or lunch food
- FSM pupils identified for packed lunch/snack if required
- Office informed of pupils who will be on the trip
- Staff behaviour and expectations made clear
- Pupil behaviour and expectations made clear (pupils aware of groups before the day of the trip)

## 2.3 RISK ASSESSMENT / VISIT APPROVAL

### LOCAL VISITS

**Name of party leader:**

|  |
|--|
|  |
|--|

**Location of visit:**

|  |
|--|
|  |
|--|

**Purpose of visit:**

|  |
|--|
|  |
|--|

**Date of visit:**

|  |
|--|
|  |
|--|

**How will the pupils reach the location?**

| What hazards are likely to be encountered travelling to the location? | How will these hazards be controlled? |
|---|---------------------------------------|
| •   | •                                     |

| <b>What hazards are likely to be encountered at the location?</b> | <b>How will these hazards be controlled?</b> |
|---|--|
| •   | •  |

|  |
|--|
| <b>Any special needs of pupils on the visit?</b> |
|  |

|                      |              |                |
|----------------------|--------------|----------------|
| <b>No of pupils:</b> | <b>Male:</b> | <b>Female:</b> |
|----------------------|--------------|----------------|

|                    |  |
|--------------------|--|
| <b>Year Group:</b> | <b>LA recommended staff: pupil ratio for this type of visit:</b> |
|--------------------|--|

| <b>No of staff accompanying this visit:</b> |                 |                            |                        |
|---|-----------------|----------------------------|------------------------|
|   | <b>Teachers</b> | <b>Teaching Assistants</b> | <b>Parents/helpers</b> |
| <b>Male</b>                                 |                 |                            |                        |
| <b>Female</b>                               |                 |                            |                        |

|                                |
|--------------------------------|
| <b>Additional information:</b> |
|                                |

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Signed:</b>          |  | <b>Date:</b> |  |
| <b>Visit Organiser:</b> |  |              |  |

|  |  |              |  |
|--|--|--------------|--|
| <b>Approval by:</b>  |  |              |  |
| <b>Additional requirements (e.g. staff training prior to visit):</b> |  |              |  |
| <b>Signed:</b>   |  | <b>Date:</b> |  |
| <b>Position:</b>   |  |              |  |

**Please attach a pupil list to this document**

**Trip or Visit Consent Form**

THIS COMPLETED SHEET SHOULD BE RETURNED TO THE TRIP ORGANISER.

I would like:  of year group:

To go on the school visit to:

I understand that, in the event of my son/daughter not being able to take up the place on this trip, a refund will only be possible if the place can be filled to the satisfaction of the party leader and the School.

**CONSENT FOR EMERGENCY MEDICAL TREATMENT ON A SCHOOL-ORGANISED EXCURSIONS, AND NOTIFICATION OF ANY HEALTH MATTERS OF WHICH ORGANISING STAFF NEED TO BE AWARE IN RELATION TO THIS VISIT**

|                      |  |
|----------------------|--|
| <b>Party leader:</b> |  |
|----------------------|--|

- I agree to ensure that my son/daughter has all the prescribed medication with him/her for the visit (e.g. inhaler).

- I set out below any medical condition from which my child is suffering, together with details of the treatment required.

Doctors name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner.

**Name (please print):** \_\_\_\_\_

**Relationship to pupil:** \_\_\_\_\_

**Emergency Contact No:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



EDUCATIONAL VISITS  
RISK ASSESSMENT TEMPLATE EV01

## 2.4 Generic Risk Assessment: All Off-Site Visits

| School Name                                      |                     | Decide who may be harmed (insert ✓):  |  |                        |   |   |  |                            |
|--|---------------------|---|--|------------------------|---|---|--|----------------------------|
|  |                     | Student   |  | Staff                  |   | Volunteers  |  |                            |
| Off Site Location & Activity                     |                     | Vulnerable People   |  | Other People (Specify) |   |   |  |                            |
| Identified Hazards                               | Initial Risk Rating | Existing Control Measures (select all that are in place)  |  |                        | ✓ | Actions / Comments  |  | Residual Risk Rating H/M/L |
| Accidents/Injury (due to lack of planning)       | H                   | All visit leaders have read the school policy and guidance on offsite activities  |  |                        |   |   |  |                            |
|  |                     | Staff undertaking off site activities are competent and appropriately trained to do so  |  |                        |   |   |  |                            |
|  |                     | Visit leader will submit and have approved by school EVC all risk assessments and other documents FOUR Weeks before the trip                      |  |                        |   |   |  |                            |
|  |                     | Visit leader will brief other staff/volunteers involved on their roles/responsibilities and any potential risks involved prior to departure       |  |                        |   |   |  |                            |
|  |                     | Visit leader will brief students on itinerary, potential risks, emergency arrangements and expected behaviour before departure                    |  |                        |   |   |  |                            |
|  |                     | Parents will provide informed written consent for any off site activity that takes place (see school guidance on 'informed consent requirements') |  |                        |   |   |  |                            |
| Exposure to adverse weather (Wind/Rain/Snow/Sun) | H                   | All possible weather conditions are taken in to account as part of planning and appropriate contingency arrangements are in place                 |  |                        |   |   |  |                            |
|  |                     | Appropriate clothing, footwear, and equipment is expected and or provided   |  |                        |   |   |  |                            |
|  |                     | Daily weather forecasts are obtained and reviewed before and on the day of the trip   |  |                        |   |   |  |                            |
| Student Lost/Separated From Group                | H                   | All supervising staff/volunteers fully understand their responsibilities and are given easily manageable group size (refer to ratio section)      |  |                        |   | <i>Own child is never in the group with a supervising parent</i>      |  |                            |
|  |                     | Students are fully aware of itinerary, emergency arrangements/meeting points  |  |                        |   |   |  |                            |
|  |                     | Trip leader/other nominated staff member undertakes regular head counts   |  |                        |   | <i>Specify frequency here _____</i>                                   |  |                            |
| Horseplay  | H                   | Consideration is given to behavioural issues of any individual or group of students before allowing a student to undertake off site activities    |  |                        |   | <i>Behavioural/care plans reviewed (speak to SENCO if applicable)</i> |  |                            |
| Remote Supervision                               | TBA                 | A separate risk assessment is undertaken where remote supervision is permitted  |  |                        |   |   |  |                            |
| Medical Issues/Allergies                         | TBA                 | Staff fully briefed regarding any students or adults with medical or allergy issues   |  |                        |   |   |  |                            |

|   |  |  |   |   |  |
|---|--|--|---|---|--|
|   |  | The first aider will be responsible for any medications and or undertaking any treatment required as a result of a medical incident or accidental injury |   | <i>Care plans will be reviewed/ Separate risk assessments will be undertaken if necessary</i> |  |
| <b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc. |  |  |   |   |  |
| <b>Other Hazards Identified</b>   | <b>Additional Control Measures to be Put in Place</b>  |  |   |   |  |
| Any other foreseeable hazards that are associated with the off-site activities being carried out to be listed here.   | Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:<br><br><i>*For High Risk Activities (See School Off-Site Visits Guidance) All Documentation Must also be Referred to 2<sup>nd</sup> Tier Approver*</i> |  |   |   |  |
| <b>Ratio Pupil: Adults</b>  | Pupils:  |  | <i>Include details below of any special health needs, details of numbers of first aiders etc:</i> |   |  |
|   | Teachers:  |  |   |   |  |
|   | Other(s) e.g. Volunteers:  |  |   |   |  |
| <b>Date of Assessment:</b>  |  | <b>Carried Out By:</b><br>(Visit Leader)   |   | <b>Signature:</b><br>(Visit Leader)   |  |
| <b>*EVC Date of Approval:</b>   |  | <b>Carried Out By:</b><br>(EVC Signature)  |   | <b>Date of Next Review:</b>   |  |
| <b>Also refer to these other relevant documents and or risk assessments relevant to this off-site activity:</b>   | <ul style="list-style-type: none"> <li>• Off Site Activities Guidance &amp; Policy Document</li> <li>• Other Relevant Rk Assessments</li> </ul>  |  |   |   |  |

RISK CALCULATOR: Use the matrix below to assist in assessing the residual risk rating once you have implemented the appropriate controls -

| Likelihood of Occurrence | Potential Severity of Impact |             |        |
|--------------------------|------------------------------|-------------|--------|
|                          | Negligible                   | Significant | Major  |
| Certain                  | Medium                       | High        | High   |
| Likely                   | Low                          | Medium      | High   |
| Unlikely                 | Low                          | Low         | Medium |