



**Alder Grove**  
Church of England Primary School



# Educational Visits and Offsite Events

Date	September 2020
Review	September 2022

## ALDER GROVE CHURCH of ENGLAND PRIMARY SCHOOL

### EDUCATIONAL VISITS AND OFFSITE EVENTS

#### Introduction

Alder Grove CofE Primary School is committed to safeguarding the welfare of children both in school and while they are on activities outside the school. We understand that children benefit from being taken outside the premises on visits or trips which enhance their learning experiences. It is the responsibility of all adults working with and supporting children to ensure that they are aware of child protection procedures and report all concerns in line with the school's code of practice. We have a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of staff and the health and safety of pupils and visitors on and off site whilst on school activities.

The principles underpinning this policy are:

- To ensure the welfare of the child is paramount at all times.
- To provide a framework where all activities outside the school are educational, enjoyable and safe.
- All children have the opportunity to take part in activities outside of school.

The Operation Manager is appointed as the Educational Visits Coordinator (EVC) responsible for ensuring that all correct procedures are followed and precautions taken.

#### Consent

- Parents/Carers are required to sign a general consent (see appendix A) on registration, for their children to be taken out on local short outings as a part of the daily activities of school life. This general consent is for walks around the local area.
- The party leader carries out a risks assessment before the educational visit takes place.
- All school trips require a signed EV2 form from parents/carers. The party leader will take all EV2 forms (see appendix B) on the trip for emergency contacts and medical information.
- Staff should obtain the Head of School's approval before planning any educational trips/offsite events.

#### Risk assessments

- Any risk assessments for educational visits are made available for parents to see.
- Travelling by walking or use of any transport must be part of the risk assessment.
- A preliminary visit should always be made to assess educational activities and potential hazards, unless the destination has been visited recently. A comprehensive risk assessment by the party leader should be completed prior to any visit.
- Risk assessments should then be carried out on hazards identified and appropriate control measures introduced. Any significant findings should be recorded and the risk assessment carried out by the venue should also be included.
- Evaluate completed visits and keep a record for future reference.
- Ongoing risk assessment is essential to take account of new dangers which may emerge.
- Careful briefing to the children is essential so that they know the purpose of the visit, difficult conditions likely to be encountered and the action/behaviour required of them during the visit.
- The needs of SEN pupils should be taken into account when planning an activity or visit and an individual risk assessment must be carried out which may include a higher adult: child ratio.
- All risk assessments are added to the school's online trip management system Evolve, the school's tool for planning and managing educational visits.

## Staffing ratios

- The level of supervision must realistically reflect the purpose and nature of the trip and the age and maturity of the pupils with sufficient adult help to allow for emergencies and the possibility that an adult may need to be detached from the main party.
- It is recommended that a ratio of at least 1:10 to 1:15 for Years 4–6 and 1:6 for the younger children in Years 1–3 is used as a guide.
- The supervision ratio for Educational Visits for pupils in the Nursery is 1:2 and for pupils in the Reception classes it is 1:4.
- Provision in school will be made for any child whose parents/carers refuse to allow him or her to take part in an offsite visit.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Each supervisor should be given a full class list with the group for which he/she is responsible for clearly marked. They will also carry emergency contacts and medical information for the children they are supervising. The party leader must explain clearly to all adult supervisors what their responsibilities are.
- Parents who accompany on outings are not responsible for their own child. Where parents have undergone DBS vetting as volunteers, they may be included in the adult to child ratio and have children allocated to them.
- Unsupervised access to children by parents or volunteers who do not have an enhanced DBS check is not permitted.
- The Head of School must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties.
- Regular head counts should take place, including before departure from the venue.

## First Aid and medical needs

The party leader must ensure that all accompanying adults are aware of emergency procedures. The party leader is responsible for taking the First Aid kit from the office and checking that the contents are complete. A list of contents will be found inside the box, and if any of the equipment is used, the teacher is responsible for its replacement on return to school. Leaders should also be sure that inhalers are taken for any asthmatic members of the party, and any other medication required, especially medication for those children at risk of anaphylactic reaction. Parents are requested when completing medical forms to give permission for emergency medical treatment if the parents cannot be contacted. Care should be taken to ensure that any medical protocol extends to the differing circumstances of the activity or visit.

First Aid should form part of a risk assessment. For visits involving children in the EYFS, there must be at least one person who has a current paediatric first aid certificate.

## Approval for Visits

Alder Grove CofE uses an online system for notification and approval called EVOLVE. A key feature of this system is that visits and activities requiring Local Authority approval are automatically brought to the attention of the Local Authority. The approval process is as follows for each type of visit:

- Local area visits will follow the same process as all visits within the UK and put on EVOLVE and approved internally by the Head of School.
- Visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by the Head of School. Visits should be submitted to the EVC via EVOLVE at least 14 days in advance.
- Visits involving adventure activities require approval by the local governing body. These must be put on EVOLVE and submitted to the EVC at least 60 days in advance. The school is required to submit

these for Local Authority Approval 28 days in advance. Visit leaders must check if an activity provider holds either an AALA licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)) or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>).

## Responsibilities

As employer, the Trust is responsible for the actions of its employees whilst acting in the course of their employment. By association, this includes the safety and well-being of employees, young people in its care and volunteers assisting in the delivery of educational visits. The local authority guidance sets out the responsibilities of the Governors, Head and EVC. It is also the responsibility of the EVC to ensure that Governors and staff are advised of their responsibilities within the guidance. Compliance with the guidance is, however, a line management responsibility. It is the responsibility of the staff planning the trip to consider all aspects of student safeguarding and welfare.

## Head of School

The Head of School shall designate a member of staff to act as the Educational Visits Co-ordinator (EVC). The Head of School has responsibility for monitoring and final approval of all visits.

## Educational Visits Co-ordinator

The EVC will ensure that visits comply with regulations and guidelines provided by the LA , Trust and local governing body and the school's health and safety policy. The Head of School will ensure that the party leader is competent to monitor the risks throughout the visit. The EVC will check final visit plans on EVOLVE before submitting them to the Head of School. EVC will ensure that:

- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit begins.
- The risk assessment has been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The party leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The party leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Party leaders are allowed sufficient time to organise visits properly.
- Non-teacher supervisors on the visit are appropriate people to supervise children
- The ratio of supervisors to pupils is appropriate.
- The LA and/or governing body has approved the visit, if appropriate.
- Parents/carers have signed consent forms.
- Arrangements have been made for the medical needs and special educational needs of all the pupils.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- They have the address and phone number of the venue and have a contact name.
- The party leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures.
- A list has been compiled of the names of all the adults and pupils traveling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin.

## Party Leader

The party leader is responsible for the planning of visits but should involve both accompanying colleagues and the children in this process. A member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. One teacher, the party leader, will have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The party leader should:

- Obtain the EVC's prior agreement before any off-site visit takes place.
- Follow school policy.
- Clearly define each group leader's role and ensure all tasks have been assigned.
- Be able to manage the behaviour and lead pupils of the relevant age range.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit including the briefing for group leaders and parents.
- Undertake and complete a comprehensive risk assessment.
- Review undertaken visits/activities and advise the EVC where adjustments may be necessary.
- Ensure that teachers and other group leaders are fully aware of what the proposed visit involves.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group leaders have details of the school contact.
- Ensure that group leaders and the school contact have a copy of the emergency procedures.

## Teachers/Teaching Assistants

Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will ensure that pupils are supervised throughout the visit. They should:

- Follow the instructions of the party leader and help with behaviour management
- Consider stopping the visit or the activity, notifying the party leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable

## Adult Volunteers

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. They will be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They will be given a written list of the pupils in their immediate care and have a copy of the completed risk assessment for the visit. Non-teacher adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the party leader and teacher supervisors and help with behaviour management.

## Expectations and behaviour of children

- The party leader must explain to the children which adult is in charge of their group.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- Pupils should be fully informed about all aspects of the activity or visit and should be aware of what is expected of them and how they should behave.

- The children will be made aware of specific 'meeting points' for lunch etc. and where to go if they get lost or lose their group.
- Children will be expected to follow the Alder Grove Key Code as in school.

### Child safety

A letter will be provided to parents prior to the trip detailing the items their child will need in order to be safe on the trip. This may include:

- Appropriate clothing and footwear.
- Sun cream applied prior to the trip and packed in the child's bag.
- Water and a packed lunch if necessary.
- Money

School uniform should be worn for visits in order to quickly identify the children. Hi-vis vests may be worn depending on the type of activity.

### Emergency Arrangements

In the event of an accident, the school must be informed as soon as possible, so that any necessary arrangements can be made and parents informed. The school should have the address and phone number of the venue and have a contact name. Group leaders and supervisors should have a copy of agreed emergency procedures, the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin.

### Essential Equipment

Trip leaders will ensure that the following equipment is taken on all visits:

- First aid kit and whistles (bucket for travel sickness).
- Lists of children, with emergency contacts and medical requirements.
- Key phone numbers of school and other adults on trip.
- Any medication required
- Emergency cash for telephone and taxi
- Mobile telephone
- Spare water in case of emergency
- Spare pants/nappies depending on the age range of the children

The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.

### Review

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.



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## GENERAL PERMISSION SLIPS

Dear Parents/Carers

Please consider completing the slips below and returning them to school as soon as possible.

### 1. USE OF PHOTOGRAPHIC IMAGES CONSENT FORM

Alder Grove CofE Primary School uses images of pupils for internal purposes in accordance with the Data Protection Act. Photographing the children is regular practice as we record their progress for their record of achievement. However, the school also uses images which may be viewed by the general public; these tend to be images which relate to day to day events in school. These images may be displayed on the school website; school social media; the school's newsletters, as promotional material for release to the media and/or shown on School Open Evenings and generally around the school buildings.

We are very careful not to have the children's names attached to photographs and where images of pupils' are used, the school abides by the codes outlined by the government to ensure child safety.

Should children's names appear in text documents (such as newsletters, award lists, and individual achievements) it will be their first name only. We only use the first letter of a surname should there be more than one child with the same first name in that class. A child's name and photograph would never be used together, unless individual parental permission was sought on each occasion. We are asking that you consider allowing the school to use photographs of your child so that our website really does allow us to celebrate success at Alder Grove.

### 2. OUT OF SCHOOL TRIPS IN LOCALITY

These slips enable us to take children on local visits and walks without asking for individual permission forms to be filled in each time. These trips will only involve the local vicinity and risk assessments will be completed beforehand as usual. Adequate adult/pupil ratio will be maintained at all times. If parents fail to complete this form we will not be able to take their children off the school site on such occasions although we will still inform parents when such outings will be taking place. If you have any queries please come and see your child's teacher or Mr Theobald.

### 3. FOOD TASTING

This letter also allows us the opportunity to ask permission for your child to taste food in school. In our attempts to provide a rich and varied curriculum there are occasions when the children have cookery sessions or have visitors in offering a chance to participate in taster sessions. Signing the form below allows this to happen more freely.

Many thanks. We hope that such activities are able to enrich your child's learning and time at our school.

Kind Regards,

Mr Theobald  
Head of School

## General Permission Slips

### PHOTOGRAPH PERMISSION SLIP

I give permission for my child's photograph to be used as outlined above, including on the school's website and social media

I do not give permission for a photo including my child to be used on the school website but give permission for their photo to be taken for teaching purposes eg. Recording achievement for assessment purposes. These photos will not be shared outside of school.

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

Print name \_\_\_\_\_ (parent/carer) Date \_\_\_\_\_

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### OUT OF SCHOOL TRIPS IN LOCALITY PERMISSION SLIP

I/We give permission for \_\_\_\_\_ Class \_\_\_\_\_

to be taken on walks/trips in the local area.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ (parent/carer)

Date \_\_\_\_\_

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### FOOD TASTING PERMISSION SLIP

I/We give permission for \_\_\_\_\_ Class \_\_\_\_\_

to be participate in general cookery and taster sessions.

My child is allergic to \_\_\_\_\_

Signed \_\_\_\_\_ Print name \_\_\_\_\_ (parent/carer)



**WOKINGHAM BOROUGH COUNCIL EDUCATION DEPARTMENT**  
 Parental Consent form for Off-site and Hazardous Activities

<b>EV 2</b>
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Attached to this form is information regarding an activity. If you wish your child to join in the activity, complete and sign the form and return as indicated in the information.

School:	Class or tutor group
Pupil's name	Date of Birth:
Home address:	
Home telephone no. (incl STD code)	Other numbers (work or mobile)
How could you be most easily contacted in an emergency?	
Is your child receiving medical treatment at present? If so please give details:	
Please give details of any medical conditions that might affect your child's performance or safety on this activity (please advise of any infectious illness in the 4 weeks prior to departure):	
Please give your family doctor's name and address:	
Please add any further information on a separate sheet as necessary.	

<p><b>Statement</b></p> <p>I acknowledge receipt of the information regarding the proposed activity                  to.....                  on.....</p> <p>And consent to my child, named above, participating.</p> <p>I agree to staff giving permission for any emergency treatment that the medical authorities deem necessary. I undertake to inform the school of any changes in my child's fitness prior to departure. I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.</p> <p>Signed: ..... Date: .....</p> <p>Please indicate relationship to child: .....</p>
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