



OFFSITE EDUCATION POLICY

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Introduction

Learning outside of the classroom can provide important personal development and educational experiences which enrich and enhance our curriculum offer. Offsite activities are defined as occasions when pupils leave the school premises to pursue an activity organised by the school. Such an activity may take place during or after the school day, or in the school holidays. It may be curricular or recreational.

2. Rationale

At Nigel Bowes Academy we believe that learning outside of the classroom offers pupils learning experiences which can consolidate and extend the curriculum taught within the classroom. There are opportunities to enhance learning outcomes in National Curriculum Core and Foundation subjects and also, more broadly, to develop social and personal skills in preparation for adulthood.

3. Aims

The aim of this policy is to ensure the safety of the pupils of the Academy when they are engaged in visits which require them to be away from school premises.

We aim to:

- a) enhance the Curriculum with as wide a range of experiences as possible
- b) develop social and personal skills, in preparation for adulthood
- c) promote self-reliance
- d) build self-esteem
- e) develop a respect for the environment
- f) encourage a respect for safe practice.

4. General Principles

Nigel Bowes Academy operates an Equal Opportunities Policy and in accordance with that policy, all pupils regardless of race, gender and ability have the right to participate in offsite experiences.

The school will, wherever possible, make the necessary provision to enable all pupils to take an active part and to participate effectively in learning outside of the classroom activities. Pupils would only be restricted from an offsite activity if it was deemed they posed a risk to themselves or others.

5. Education Visits Coordinator (EVC)

The EVC will:

Take the lead in regularly reviewing this policy.

- a) Ensure that the procedures outlined in this policy are adhered to.
- b) Ensure that risk assessments are prepared for all off site activities.
- c) Ensure that risk assessments are drawn up for all pupils participating in offsite activities.
- d) Ensure that competent staff are supervising all activities.

- e) Advise and support colleagues in their planning of learning outside of the classroom activities and provide training where necessary.
- f) Monitor the quality of learning outside the classroom activities with regard to safety, value for money and their impact on the pupils' learning.
- g) Ideally have been trained to Level 3 Certificate in Offsite Safety Management.

6. Planning and Preparation of Offsite Activities

Staff planning off site activities should consult the Educational Visits Guidelines provided by Bournemouth, Christchurch and Poole Local Authority. In addition, they should refer to the DfE guidance document, Health and Safety of Pupils on Educational Visits

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

- a) Permission in principle should be sought from the EVC. No firm bookings should be made and there should be no communication with parents/carers until the appropriate form (Appendix 1) has been completed and signed by the EVC.
- b) The SLT should be consulted re. costings, staffing & timetable issues.
- c) There should be a pre-visit to the location which will inform risk assessment.
- d) Risk assessments must be completed both with regard to the activity, the transport and the individual pupils.
- e) The Finance Manager should be given as much notice as possible to ensure that funding is arranged.
- f) Staffing should be arranged paying attention to recommended pupil/adult ratios. (see DfE/Local Authority Guidelines)
- g) Parents should be informed of the visit giving as much notice as possible and their consent should be obtained.
- h) In the case of Looked After Pupils, there must be adequate notice for carers to obtain the permission of those with parental responsibility be it parents or Social Services.
- i) The school kitchen/reception should be given as much notice as possible of changed lunch arrangements and possible requirements for packed lunches.
- j) All accompanying staff should be thoroughly briefed as to their roles and responsibilities on the visit, including procedures for an emergency.
- k) There should be a designated first aider whose responsibilities will include taking the appropriate first aid kit, emergency bag and holding medication for pupils where required.
- l) All staff should carry radios and the group leader should carry the school mobile phone. If groups are going to be geographically dispersed it may be appropriate for all staff to carry mobile phones and observe our acceptable use policy.
- m) All group leaders will need to create a pack containing:
 - a. Details of emergency procedures



- b. Important contact numbers

A visit checklist must be completed at least 24 hours before the visit (Appendix 2).

7. Risk Assessment

- a) There must be a Risk Assessment of any activity that involves taking pupils off site. A completed Risk Assessment Form should be given to the EVC at least a week prior to the visit.
- b) Individual risk assessments held for individual pupils should be consulted and reviewed and relevant information added to the activity risk assessment.
- c) For a visit to an organised activity, a copy of the provider's risk assessment should be sought.
- d) For residential trips, the Local Authority should be informed at least 8 school weeks before the visit, completing all necessary paperwork.

8. Transport

School Minibus

All guidelines with regard to use of the school minibus should be adhered to with regard to booking out procedures, driver competence and behaviour expectations. There should be at least one adult in addition to the driver and in most cases, there will be two.

Staff cars

Staff may transport pupils on a voluntary basis. They are responsible for ensuring that the pupils wear seat belts at all times and have their own business insurance, and submitted all documentary evidence to the Admin Lead prior to transporting anyone.

9. Supervision

The level of staffing required for an offsite visit will take account of the nature of the activity, the age and number of pupils participating, and any particular risk involving an individual pupil. Local Authority/DfE Guidelines should be consulted with the caveat that these are always minimum requirements and are subject to risk assessment. A staffing ratio would typically be 1:3/1:4.

10. First Aid/Medical

- a) There must be a competent first aider accompanying all offsite visits, unless suitable arrangements can be made (eg. The venue has a first aider onsite or the location is close the school). They should be aware of all particular medical needs of individuals and of the medication requirements where appropriate.

- b) In the event of any emergency requiring a pupil to be taken to hospital, the first aider will accompany them and the group leader will remain in charge of the group. School procedures will be followed with regard to gaining parental consent for treatment where necessary. On return to school, appropriate accident forms should be completed in accordance with school policy and procedures.

11. Unforeseen difficulties

All staff involved with the visit should be aware of procedures in place for dealing with unforeseen problems. This should include planning for delayed return, transport breakdown, in addition to more serious problems. The group leader should ensure that they can contact school or a member of the SLT if it is outside school hours. The school will be responsible for contacting parents/carers, unless agreed otherwise.

12. Emergencies

All group leaders must acquaint themselves with emergency procedures as outlined in Local Authority and school guidelines.

A copy of the Local Authority's recommendations for dealing with an emergency should be read by all group leaders before an offsite activity.

13. Visit Evaluation

This should be completed no later than a week after the visit. (Appendix 3)

Key:

EVC – Educational Visits Co-ordinator

SLT – Senior Leadership Team

AAC – Academy Advisory Committee



Educational Visits Coordinator Approval Form

Location of proposed visit:	
Date/times:	
Member of staff leading the proposed visit:	
Year group(s) & numbers of pupils:	
Number of staff required to assist:	
Purpose of visit & intended learning outcomes:	
<p>I approve this activity in principle.</p> <p>Signed: Date:</p> <p>Print Name:</p> <p>Educational Visits Coordinator</p>	



Offsite Visits Check List

Date.....

Year Group.....

Itinerary/Times.....

Staff.....

Criteria	Required & Met	Not Required
Approval form completed and signed by EVC		
SLT consulted re. costings, staffing, etc. Dates put in diary.		
Pre-visit to location		
Kitchen/reception informed of meal arrangements at least one week before date of trip		
Finance Department informed & funding secured		
Risk Assessments, group & individual pupil, completed and countersigned by EVC		
Parental consent forms sent and returned		
Minibus booked/transport arrangements made		
First Aid Kit collected		
Mobile phone collected & pupils signed out at Reception		
Sun cream/hats required		
Medication collected from Lead First Aider		
Minibus checked on pupils' return & mileage logged		
Staff & pupils signed back in on return		

Signed.....

Date.....

Print Name.....

Please ensure that completed form is returned to the Principal or Vice Principal as completion of this form is a pre-requisite for a trip to take place.



Offsite Visits Evaluation

Location of visit:	
Date:	
Group Leader:	
Year group(s) & numbers of pupils:	
<p>Intended learning Outcomes:</p> <p>To what extent were these outcomes achieved?</p> <p>Evidence if appropriate (attach copy of pupil records, pupil evaluation, photographic evidence, etc.)</p>	

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