



Off-Site Visits Policy

This policy is written to cover educational visits within the United Kingdom, usually lasting only one day. It has been written with regard to the Health & Safety Executive publication School Trips and Outdoor Learning Activities – Tackling the Health & Safety Myths (June 2011).

General guidelines

- All visits must be led by a competent Group Leader and sufficient accompanying adults to ensure compliance with all stipulated adult:pupil ratios
- There must be a minimum of two adults on each trip.
- They must be supervised to an appropriate level dependent on age and given clear instructions as to rules and expectations. (See section 3)
- Basic first aid equipment should be taken on school trips by staff responsible for the trip. Pre-packed kits are kept with the School's main first aid kit which is located in the top kitchen cupboard.
- All pupils must comply with the law on car safety and wear a seat belt and use a child safety seat where required by law (see <https://www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-boosters-seat>) when traveling in a vehicle driven by a staff member or parent whilst on a school trip or excursion. It is the responsibility of the driver to ensure that each pupil wears a seat belt. Drivers are only allowed to drive pupils in vehicles for which they have been properly trained and have passed any necessary test. They must be insured to transport pupils in such a vehicle and be aware of their legal responsibility for the safety of pupils in their cars.
- Written parental consent must be obtained for their children to be carried in other people's cars (with the exception of local visits which are covered by the Local Visits Form).
- Employees of the school, or anyone else driving pupils from the school, must not use a mobile phone whilst driving but must park the vehicle safely and then take or make any telephone call.
- The staff/student ratio on all off-the-premises activities and trips should be no less than specified on page 3 of this policy. Where pupils are being walked along the pavements and across roads, there should be at least one member of staff at the front and at least one at the back.

Procedure for Organising an Educational Visit

1. Use the form in Appendix 1 to plan in outline the visit to be undertaken and consider:
 - Venue
 - Dates
 - Duration
 - Aim and purpose of visit
 - Size of party
 - Staff-student ratio
 - Transport
 - Cost
2. Submit the above to the Head Teacher to gain approval in principle.
3. Confirm booking of transport, accommodation, catering, etc.
4. Write and send a letter to parents and gain their written approval for trips necessitating a deposit. Ensure a Local Visits Form is signed by all parents which would cover day to day off site trips.

5. Submit final plans, costs etc. to the Head Teacher for approval if different from the outline proposal.
6. Leave a list of all party members, route details and expected time of return with the responsible person at school (or the Chair of Governors if no-one is left at the school).
7. Complete a list of names and addresses and emergency phone numbers of all party members. Leave one copy with the responsible person at school (or the Chair of Governors if no-one is left at the school) and take one copy on the trip.
8. Take a mobile phone for use in an emergency and leave the number with the Head Teacher.
9. All residential visits must be approved by the governors. Where an overnight stay is involved, mixed parties must be accompanied by staff of both sexes.
10. Use of minibuses: Where it is intended to use a small bus (i.e. a vehicle adapted to carry between 9 and 16 passengers), and a charge is made, any such vehicle must be covered by a "Section 19" permit or hold a full PSV licence. This can be obtained from the local traffic commissioner.
11. Reference should be made to the School's Safeguarding Policy regarding guidelines on ratios and supervision. Not every volunteer who helps to supervise an educational visit will have to obtain a disclosure from the Disclosure Barring Service. Parents and others who from time to time help teachers to supervise local visits need not necessarily be DBS-checked (though they should be verified as competent in their allotted tasks and trained and briefed as necessary). However, such volunteers cannot be left in sole charge of a group of children. Volunteers helping teachers to supervise a residential visit should be checked. Anyone should be checked if they are likely to be in sole charge of a pupil under 18 on a one-to-one basis.

Supervisory Guidelines

Adult : Pupil Ratio

- Reception 1 adult for every 4 pupils
- Year 1 – Year 3 1 adult for every 6 pupils
- Year 4- 6 1 adult for every 10 pupils
- Year 7-11 1 adult for every 15 pupils

The Group leader

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, it is good practice for the group leader to:

- allocate supervisory responsibility to each adult for a group of named pupils, ensuring that each adult and pupil is clear as to their group;
- ensure that all adults and pupils are aware of the expected standards of behaviour.

In the event of an accident or unforeseen event the Group Leader will immediately contact the school to advise them.

After the visit the Group Leader will ensure that the visit is reviewed and any safety concerns or incidents are logged for future reference.

The Supervisor

It is good practice for each supervisor to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- carry a list/register of all group members and regularly check that the entire group is present;
- directly supervise the pupils (except during remote supervision) – particularly important when they are mingling with the public and may not be easily identified;

- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader/other supervisors if needing help;
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid;

Pupils

Each pupil should:

- know who their supervisor is at any given time and how to contact him or her;
- have been given clear, understandable and appropriate instructions;
- rarely if ever be on their own;
- alert the supervisor if someone is missing or in difficulties;
- have a meeting place to return to, or an instruction to remain where they are, if separated;
- understand and accept the expected standards of behaviour.

The School's responsibility

- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- To review systems and, on occasion, monitor practice.

Regular timetabled off-site activities

- Detailed risk assessments have been carried out and updated regularly (see attached sheets)
- The stipulated adult:pupil ratios must be complied with.
- Other Staff should be informed of any changes in procedures or new risks to health and safety.

Immanuel Christian School

Off-Site Visits Policy – version 1

Adopted at Governors Meeting on 12/10/2012.

Reviewed and updated on 24/01/2017.

Reviewed 5.5.20

Reviewed 11.12.24

Reviewed 6/10/25

Appendix 1

Educational Visit Form

Proposal for Educational Visit			
Venue:			
Date:		Duration:	
Leader:			
Year Group(s):			
No. of pupils:		No. of staff:	
Aim and purpose of visit:			
Transport:			
Cost:			
Written Risk Assessment Necessary?	Yes / No		

Agreed by the Head Teacher.

Signature

Date

Health & Safety Executive Guidance

<http://www.hse.gov.uk/services/education/school-trips.pdf>