



St. John's Gosport C of E Primary School

Off-Site Activities and Visits Policy



Ratification Date:	November 2023	Headteacher:	Mrs Carolyn Wilkinson
		Chair of Governors:	Mrs Jean Watson
Reviewed:	June 2026	Headteacher:	Mrs Carolyn Wilkinson
		Chair of Governors:	Mrs Jean Watson

School Vision:

St John's Gosport C of E Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

John 10:10 – I came so that they may have life – life in all its fullness

Mission Statement:

At St John's Gosport Church of England Primary School, we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus, ensuring that when our children leave us, they are independent learners who are well equipped to be responsible citizens of the future and reach their potential.

Safeguarding at St John's Gosport C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Regulations and Guidance

The schools' policies and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and published guidance. This guidance is based upon the National Guidance from the OEAP. As such, the regulations and guidance found in the green 'Off-site activities and educational visits' folder (kept in the school office) or on the EVOLVE website **MUST** be referred to when planning and organising any off-site activity or trip.

The Law must be followed regarding the use of seatbelts and booster seats. Children **MUST** use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt.

Introduction

Outdoor and off-site learning is an important part of a broad and balanced curriculum. It offers staff the opportunity to enrich and enhance the children's learning in a safe and organised manner. It provides children with the chance to experience exciting and challenging activities outside the classroom, leading to more motivated and inspired learners.

A range of activities are planned and used in our schools. These include (*examples in brackets*):

- On-site, out of classroom activities (*using the school grounds to enhance learning*)
- Local ventures in walking distance (*visiting the church, countryside, allotment and neighbourhood*)
- Day or part-day ventures (*visiting local schools, events, museums, galleries, theatres, field visits and locality studies involving transport*)
- Residential ventures (*visiting further afield in the UK when pupils sleep away from home or sleep in school for sleepover type ventures*)

Organisation and Management

All visits must have an educational nature with an outcome linked to learning and be agreed by the **Headteacher** prior to booking. **Governors** will be informed of off-site activities and kept informed of specific events and successful ventures through the Headteacher's Report and school newsletters.

An **Educational Visits Co-ordinator (EVC)** is always in post and it is their responsibility to keep up to date with the Outdoor Education, PE and Sport Service. The current trained **EVC** is Kirsty Hiseman. A copy of HCC's 'Off-site activity and educational visits' folder is kept in the school office.

Many straightforward visits are managed entirely in accordance with other school policies and, apart from simple additional considerations, the site and transportation of children, are managed as they would be in the school context. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

Approval

Stage 1: Internal Approval

All off-site activities and educational visits should be approved by the Headteacher at least 10 weeks before the date of the visit for day visits and 2 weeks before local visits. This approval should be sought before booking visit. Group leaders are required to complete 'Internal approval' form (Appendix A) for each visit. If the activity has been approved by the **Headteacher**, the visit may then go ahead. The visit approval form, along with any invoices **MUST** then be given to the **School Business Manager**. Parents must be informed with at least 8 weeks' notice for visits outside the local area or any visit involving transportation. All information regarding the visit should be emailed to the office. The office will then create the letter and form to be sent out to parents. All letters will be checked by the **Headteacher** and **School Business Manager** before being issued to parents. If the visit is a local visit within walking distance, parents can be informed by text, letter or email within a suitable notice period of 3 days.

Stage 2: Local Authority Approval via EVOLVE website

ALL non-local visits must be logged on EVOLVE at least 4 weeks prior to visit taking place. After gaining approval from the **Headteacher** at Stage 1, visits must be logged on EVOLVE in order that the **EVC** and **Headteacher** can check the relevant information has been logged, risks have been assessed and minimised where necessary. **Local Authority** approval must also be gained if the activity involves *pupils in residence away from home for one or more nights, in this country or abroad, or for any adventurous or unusual activity that is classified as potentially hazardous*. Only centres and providers that are approved by the **Outdoor Education Unit** may be used. **Local Authority** approval for these activities must be sought at the earliest opportunity (at least 8 weeks before departure.) The **EVC** must apply for approval through the EVOLVE website. The **Headteacher** is then required to approve the final application online.

Risk Assessment and Risk Management

Group leaders are expected to make a pre-visit inspection of the site to be visited, to take advice from somebody who has previously visited the site or to gain the relevant information from a reliable source (e.g. The Outdoor Education website). A 2 part 'Risk assessment and risk management record' (See 'Off-site activities and educational visits' folder) must be completed for each visit. This must be uploaded to EVOLVE as part of the approval form and the **Headteacher** must be given a copy of this in advance of the visit (at least 1 week before date of visit). A 'Child Specific Risk Assessment' (See 'Off-site activities and educational visits' folder) should be used for children in conjunction with **parents** if deemed necessary. **Group leaders** must follow school policies when out of the school (e.g. the school's Behaviour Policy), undertake a specific risk assessment (the site, group, leaders, activity, transport) and endeavour to carry out ongoing risk assessment during the visit (assessing and reassessing circumstances as they happen).

Group Leaders will hold a pre-visit meeting no later than the day before the visit for all adults assisting for any off-site activity so that clear guidelines are established and so that this policy is understood and adhered to. Group Leaders are responsible for ensuring that all necessary equipment is taken and returned e.g. medical bags, Hi-Viz jackets, throw bags etc.

ALL Group Leaders will hold the relevant qualification 'Leading Off Site Visits'/ 'Outdoor Leader Course' issued by Hampshire County Council Outdoor Education, PE and Sport Service. This qualification must be updated every three years.

Completed Documentation

A copy of all documentation (Internal form, risk assessment, children's names and addresses) must be left at the school office.

If there is more than one vehicle being used, give the office a list identifying each child's mode of transport (e.g. coach 1, coach 2)

Communication with Parents

Parents MUST be kept informed of any and every off-site activity. Where specific consent is required, they must be given a reasonable time frame (as detailed above) and be given a good understanding of the purposes, nature and programme of the visit on which to base their decision.

Parents can then exercise their right to give or withhold consent. Information on routine and local visits within walking distance can be given at the start of the year or term where parents can give their general consent. **Parents** are given a copy of the most recent Synopsis of Travel Insurance (Found on EVOLVE) at the start of every year or on entry or when a residential off-site visit is taking place.

Parents MUST be informed in writing and consent obtained when transport is required from the school site, where the visit is within the school day, when it is an unusual or non- regular occurrence or when the visit goes beyond the normal school day. A 'template letter' and checklist of information to parents is available for use ('Off-site Activities and educational visits' folder). The statement of consent, found on the 'template letter' and in the 'Off-site activities and educational visits' folder should be included. Current medical information is required at the start of every year and **parents** should be given the opportunity to update the Medical Form each year. It is the responsibility of the **parents** to ensure that information they give is accurate and up to date. If **parents** decide to withhold or fail to communicate their consent, the school will make every effort to contact the parents to discuss the matter.

HOWEVER, if consent cannot be obtained the child cannot go on the visit. This is a safeguarding matter.

Charging and Insurance

We will follow our school's Charging and Remissions Policy at all times.

The school may be able to offer financial support where necessary, in accordance with the school's Charging and Remissions Policy. When we ask parents for the cost of the visit, it must be clear that all transportation costs are a voluntary contribution. It must be stated on the letter to parents though, that if not enough voluntary contributions are made, the trip will not take place.

As a Hampshire school, our insurance for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items is organised by Hampshire County Council. Please see the school website for the up-to-date synopsis.

Inclusion

We are an inclusive school and we will make every reasonable effort to make sure that all children can access outdoor learning opportunities and off-site visits. Where visits are provided as part of the statutory National Curriculum, the inclusion of all is required. Where visits are an enhancement or enrichment activity, inclusion of all is desired but not required. Where enhancement or enrichment activities are a clear choice, as an 'extra' or 'optional', then choice and other factors may mean that not all attend. In addition to curriculum-focused decisions, we must also take into consideration the Health, Safety and Wellbeing of a child as well their effect on other children and staff. Where a child is at risk of not being able to attend an off-site visit, the child's **parents** will be alerted by the **group leader** as soon as possible and every reasonable step will be taken to enable that child to take part. A 'Child Specific Risk Assessment' (See 'Off-site activities and educational visits' folder) should be completed for the child in conjunction with **parents**. Alternative supervised arrangements within school however will be made for children unable to take part in a trip or visit.

Safeguarding

The school's Child Protection and Safeguarding Policies follow and include off-site activity, including residential activity. In particular, staff should be aware of guidance on:

- Acceptable behaviour and avoiding unnecessary contact
- Appropriate employment checks on volunteers, other responsible adults who support these ventures
- External providers. These can be drawn from the Outdoor Education, PE and Sport Service's vetted database, which confirms that safety management checks are in place. New providers should be referred to the Outdoor Education, PE and Sport Service using the appropriate form.

Incidents and Emergencies

The Children's Services Incident and Emergency 'Establishment Plan' has been used as the basis for all incident and emergency response.

A first aid kit **MUST** be taken on **ALL** off-site activities. Standard Health and Safety rules apply, wherever the visit. An adult trained in Paediatric First Aid **MUST** accompany all trips with children attending from the Foundation Stage.

Group leaders should be the most appropriate adult with **relevant experience** who is familiar with the procedures to be followed in the event of a serious accident/ incident or fatality. **Group leaders MUST** have lists of names, telephone numbers and addresses of next of kin of all members of the group. Mobile phones should be carried. Similar lists **MUST** be kept at school, including any last-minute amendments. A 'base contact person' **MUST** be nominated before the visit who can also be contacted 'out of hours'. In the event of a serious accident/ incident, the **group leader** and **base contact person** should follow the advice given on the 'HCC Emergency Procedures' cards and contact the Hampshire Outdoor Team for support. **No statements to the press/ media should be made.**

All inexperienced adults (e.g. ECTs, SCITT students, new staff) should have the opportunity to shadow/ observe appropriate adults with relevant experience leading an off-site visit and attend Outdoor Leader training when appropriate.

Responsible Adult: Child Ratios

Guidance given for supervision ratios. These are minimum ratios – adult: child supervision may be increased where necessary.

Activity/Visit	Staffing/Qualification	Minimum Ratio
Day visits that take place in the local area and/or further from school base without an adventurous element (see below)	• An experienced Visit Leader • Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other responsible adult(s) to support A minimum of two leaders required, unless in exceptional circumstances	Reception: 1:6 Key Stage 1: 1:8 Key stage 2 and above: 1:12 For very local and/or low risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above
Visits in open country, near water, a significant distance away from buildings and/or shelter/away from immediate support Adventurous Activities	Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other qualified leader(s) • Volunteers and other responsible adult(s) • There should be a qualified First Aider for any self-led activity	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12
Residential visit, UK or abroad	An experienced group leader • At least one Outdoor and Visit Leader certificated (or equivalent) leader is recommended • Other qualified leader(s) • Other responsible adult(s) in support • A minimum of two leaders required Large or complex visits must have an experienced leader	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12 These ratios do not include the centre/ residential base staff

Parents are welcome to support the **group leader** on trips and visits where their support is appropriate and by invitation. The **group leader** must ensure that **parents** and other **volunteers**, acting as **responsible adults**, are clear about what is expected of them, their responsibilities, who to report to, how to communicate to children, how to manage their behaviour, what to do in an emergency with an understanding of their 'duty of care'. **Mobile phones must only be used in an emergency and must NOT be used to take photos by any adult on the visit.** The **group leader** must ensure that all adult helpers are supervised throughout the trip/visit. In most cases the adult helpers may have already completed a volunteer application form, a DBS check carried out and references obtained. Parents of children taking part in the trip may also be asked to take responsibility for other children, unless asked specifically to accompany their own child. The **group leader** may also ask parents to supervise groups of children not including their own child.

Transport (including advice on seatbelts and booster seats)

Coaches should only be booked from reputable companies. Coaches and minibuses **MUST** have seat belts and be used by all children and adults. Hampshire County Council and the Law must be followed regarding the use of seatbelts and booster seats. On organised trips, where a regular service bus is used and which is designed for standing passengers, a seat belt need not be used unless it is provided. Supervising adults should spread themselves throughout the coach. Advice for long coach journeys and other modes of transport (rail, air, ferries, boats and ships) must be sought from the '[Off-site activities and educational visits](#)' folder. Drivers of minibuses engaged in school business **MUST** have completed the MIDAS training course successfully. If children are taken out on the school minibus, parental consent **MUST** be obtained.

The **group leader** is responsible for arranging with the school office to make the transport booking by providing all relevant information using the Transport Booking Proforma. The office will confirm the booking at least a week before departure. The use of private cars, driven by **group leaders**, other **employees of the school** or **volunteers**, may be permitted by the **Headteacher**. The vehicle must be appropriately insured with business insurance and road worthy. A '[car insurance confirmation](#)' form must be completed beforehand. Further details can be found in the '[Off-site activities and educational visits](#)' folder. **All children, from the age of 3 and up to 135cm in height must, BY LAW, use appropriate child restraints (booster seats) where seat belts are fitted in the front and back seats of private vehicles. Booster Seats are advised for children 15kgs and up (from approx. 4 years) with Booster Cushions for children from 22kgs (from approx. 6 years).** Children must use an adult seat belt in a rear seat only if correct child restraint is not available for a short distance in an unexpected necessity, if two occupied child restraints prevent fitting a third in the back or when travelling in a taxi. It is strongly recommended however that all children travelling on a school trip have equal access to the appropriate safety equipment.

Monitoring and Review

Monitoring of the quality of learning and teaching includes outdoor learning and off-site visits. Feedback from **staff** contribute to the review of quality learning experiences and providers outside the classroom and help form recommendations for the future. The **Headteacher** regularly reports to the **governors**, in the form of the Headteacher's Report to Governors or through specific items on a committee or Full Governing Body meeting agenda. Good practice is celebrated with **staff** in staff meetings and INSET days as well as through informal procedures with any complaints being referred to the **Headteacher**, if appropriate. This policy should be reviewed every three years, or as required if regulations, guidance or circumstances change.



Internal Approval Form

All visits must have an educational purpose and be agreed by the **Headteacher**. This form should be completed and submitted to the Headteacher at least **12 weeks** before the intended visit (**2 weeks** for local visits). Risk Assessments should be handed to the Headteacher prior to the off-site activity at least a week before the intended visit

Year Group			
Purpose of visit			
Venue		Telephone:	
Approx. Cost of Admission	£		
How many children will be involved?			
Group Leader			
How many staff and helpers (please name if known at this stage)			
Mode of transport Approx cost of coach	£	Telephone:	
Date and time of departure			
Date and time of return			
Any further costs			
HT Approval	Yes	No	HT Signature:
	Reason why if denied:		

Transport Booking Request Form



Please use this form to request all transport bookings. This form should be completed in full and handed to the office **at least 12 weeks** before intended visit. The office will contact coach companies or the diary for minibus bookings and confirm with group leaders with costings for letters.

Below to be filled out by group leader(s)		
Group leader and year group		Year:
Date and time of departure		Time:
Date and time of return		Time:
Venue and address		Postcode:
Total number of seats needed (including children and adults)		
Minibus required		
Below to be filled out by office		
Company including telephone number		
Cost of coach/minibus fuel	£	
Confirmed date and time of departure		
Confirmed date and time of return		
Any further costs		
Booked by		

The office will contact the coach company 2 weeks prior to confirm transport arrangements.



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH

www.st-johns-gosport.hants.sch.uk

adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson

Deputy Headteacher: Mrs Gemma Havey

School Business Manager: Mrs Hannah Bonwick

Telephone: 02392 582404

Date xxxx

Year x –
Tuesday xxxx

Bit of information regarding trip etc.

The charge for the trip is £xx per student

Breakdown of the charge:

Activities: £x

Workshop: £x

Travel (Voluntary Contribution): £x

Unfortunately, the school is unable to subsidise the cost of the trip and we may have to cancel the trip if enough voluntary contributions are not received.

We also need to ask for parent volunteers to accompany us on this school trip. Without enough parent volunteers, the trip will not be able to go ahead.

On the day of our visit, the children will need to wear their **school uniform and comfortable shoes.**

Please complete the registration on Arbor to give your permission for the trip and if your child needs a picnic lunch provided for this day, please order this online via School Grid.

All payments should be made via Arbor by the xx

Kind regards,

RISK ASSESSMENT – STEP 1

Answer all the generic questions highlighting the most appropriate answer (read down the columns), add up the total of your answers (see overleaf), then complete the specific risk assessment form (Step 2) as needed.

Establishment:

Leader:

Location:

Date:

Year Group:

Group Size:

Ratio:

Other Staff:

	The activity is...	The participants ...	The activity leader ...	The environment is	First aid / emergency support are...	Weather changes...
1	within the everyday experiences of the individuals.	are very experienced with an appropriate level of competency.	is very experienced in leading this activity and qualified at the appropriate level	a local, well known location – urban or rural with predictable hazards.	available at activity site. School and activity staff have appropriate, in date qualifications to suit the activity.	will have no effect on the group.
2	outside the everyday experience of the individual but some tasks have familiar aspects.	are regularly exposed to the activity with an adequate level of competency.	regularly participates in this type of activity but may have minimal qualifications and little leadership experience.	less well known – urban or rural with hazards that could change quickly.	available at activity site. School OR activity staff have appropriate, in date qualifications to suit the activity.	are appropriate to the activity. Any changes will have minimal effect but will not affect safety.
3	outside the everyday experience of the individual but competency has been achieved in training (evidence will be required by EVC)	have some exposure to the activity with experience at a recreational level and some competency.	has had some exposure to the activity as a leader, is a recreational participant and may have only minimal qualifications in this activity.	unfamiliar – potentially complex urban or rural; in the UK, or abroad. OR this is an overnight/ residential visit.	limited, with first aid available at activity site. Emergency support may take an extended time to arrive or access the site.	could lead to problems if the group is not adequately prepared with training and equipment.
4	outside the everyday experience of the individual but training has been given (evidence will be required by EVC)	have very occasional exposure to the activity with some experience at an introductory level and limited competency.	has had very occasional experience of the activity as a leader, limited experience as a participant and has no qualifications.	within close proximity to water, cliffs beaches, or other novel hazardous environmental features.	not readily available with limited first aid AND emergency support may take an extended time to arrive or access the site.	could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped.
5	outside the experience of the individual with no training prior to the trip.	are absolute novices with no experience of the activity.	has no experience of the activity in a leadership capacity with some experience as a participant.	in a developing world country, a remote area or an area requiring an advanced leadership/coaching award.	not readily available with no first aid or emergency support readily available at the activity; school or activity staff have no first aid qualifications.	could have serious repercussions for the group.

Add up the total of your answers – Highlight outcome

6 – 10 LOW RISK	11 – 19 MEDIUM RISK Evidence will be required to show you have recognised the risk and made provision for control of risk	20 – 25 HIGH RISK Further discussion with EVC is required. Changes will need to be made to lower the overall risk	25 – 30 UNACCEPTABLE RISK Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk
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Educational Visit Risk Assessment

Establishment		Visit Leader		Visit Location	
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Other Staff / Volunteers		Date(s) of Visit		Group Size		Ratio	
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Key Contact Numbers	Take the emergency action cards with you. Ensure you have full group details close to hand.		
	Visit Leader (name and number):	Emergency Base Contact 1 (name and number):	Emergency Base Contact 2 (name and number):

Benefits (aims, objectives, intended outcomes...)
•

Group	Consider: SEND/ behaviour/ dietary / safeguarding / adults' needs	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

First Aid and Medical Arrangements	Consider: medicine dispensing / equipment / training / nearest A&E	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Leader and Activity Arrangements	Consider: competence / responsibilities / staffing arrangements / self-led activity	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Educational Visit Risk Assessment

Leader and Activity Arrangements		Consider: competence / responsibilities / staffing arrangements / self-led activity
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Travel and Transport		Consider: supervision of coach / mini-bus / walking / drop off / public transport
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

The Site / Venue and its Environment		Consider: management and supervision on site / proximity to water / public
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Downtime (time spent out of structured activity)		Consider: the supervision and management / remote supervision
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Educational Visit Risk Assessment

Overnight supervision and time in accommodation (where applicable)	Consider: fire safety / security / sleeping and showering arrangements / other groups in the accommodation / how students seek help at night	
Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk Rating (H/M/L)

Educational Visit Risk Assessment

Other factors to consider and note including alternative plans (Plan 'B'/Plan 'C')

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Ongoing risk management:

- 1 Apply the control measures
- 2 Monitor how effective they are
- 3 Change, adapt, revise as required

Examples:

- monitor the weather
- monitor water/river levels/tides
- monitor traffic on road
- monitor conditions underfoot
- monitor group and leaders' response and motivation
- monitor behaviour
- assess group risk awareness in different environments
- monitor the response of your supporting adults

Completed:

Date:

Signed:

Visit Leader:

Head of establishment
or EVC:

This document is based upon the HSE 5 Steps to Risk Assessment : <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

For further support contact Hampshire Outdoors or reference OEAP national guidance: <https://oeapng.info/visit-leader/>

Challenging Behaviour Specific Risk Assessment and Risk Management Record

Establishment:

Leader:

Date(s) of Visit:

Name of Young Person:

Visit to:

Actions Completed Prior to the Visit:

Date	Action	Notes
	Pupil's view elicited in planning for visit.	
	Parent/carer involved in decision-making and planning for visit.	
	Specialist Services consulted (eg SENCO, Behaviour Support etc)	
	- Other (Please describe)	

It is expected that any child whose behaviour is challenging may already have an individual behaviour management plan which has been shared with all affected parties eg. Staff. This will already record many of the proactive and reactive strategies designed to reduce the level of risk presented by that child's challenging behaviour. If this information is known to accompanying staff, there is no need to repeat these below.

Use the table overleaf to record any *additional* measures specific to the visit to be implemented to reduce the risks during the visit and record the person responsible for implementing those measures.

Educational Visit Risk Assessment

Additional Measures: To Be Taken During Visit.

Locations and situations where challenging behaviour is likely to be shown. Identify the triggers and or behaviour(s) likely to be challenging – assessing the risk	Control measures (Key Strategies) – reducing the risk	Staff Responsible for Implementing	Manageable / Unmanageable
Site / venue and its environment			
Group / third parties			
Activities including downtime			
Residential overnight and accommodation			
Staffing arrangements (inc. any additional training or staff required)			
Travel and transport			

Alternative plans should behaviour become unmanageable: 		
Completed:	Date -----	Head of establishment or EVC -----
Signed:	Group leader -----	

Responsible Adult: Child Ratios

Guidance given for supervision ratios. These are minimum ratios – adult: child supervision may be increased where necessary.

Activity/Visit	Staffing/Qualification	Minimum Ratio
Day visits that take place in the local area and/or further from school base without an adventurous element (see below)	• An experienced Visit Leader • Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other responsible adult(s) to support A minimum of two leaders required, unless in exceptional circumstances	Reception: 1:6 Key Stage 1: 1:8 Key stage 2 and above: 1:12 For very local and/or low risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above
Visits in open country, near water, a significant distance away from buildings and/or shelter/away from immediate support Adventurous Activities	Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other qualified leader(s) • Volunteers and other responsible adult(s) • There should be a qualified First Aider for any self-led activity	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12
Residential visit, UK or abroad	An experienced group leader • At least one Outdoor and Visit Leader certificated (or equivalent) leader is recommended • Other qualified leader(s) • Other responsible adult(s) in support • A minimum of two leaders required Large or complex visits must have an experienced leader	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12 These ratios do not include the centre/ residential base staff

Checklist for Leading Offsite Visits

Visit	
Date	
Year Group	
Group Leader	

July-September

	Look at LTP and identify any educational visits.
	Price up the visit: entry, workshop etc.
	Speak to office about approx. transport costing (including minibus use).
	Initial approval from HT/DHT/EVC regarding costs, booking cancellation etc.

September

	Letter out to parents outlining all visits for the academic year and approximate costings.
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At least 12 weeks prior to visit**Date:**

	Seek HT approval for visit using Approval Form (appendix A).
	Fill in transport request form (appendix B) for transport to be booked.
	Once approved, give all invoices to Business Manager.

At least 10 weeks prior to visit**Date:**

	Send letters out outlining visit with costings to parents using letter template (appendix C). Letter template MUST be used as this contains legal wording, scopy information and volunteer request. This needs to be checked first by HT/DHT and School Business Manager.
	Give copy of letter to school office and email to Business Manager for website.
	Ensure there are enough adults for ratio (appendix G). Communicate with staff that are part time about any changes to their hours. ALL children with 1:1 support in school should have 1:1 support on visits as well.
	Complete initial risk assessment part 1 (appendix D) and if required part 2 (appendix E). Part 2 should be completed for all trips involving transportation or more than 30 mins walking from school.
	Complete online EVOLVE form.

6 weeks prior to visit**Date:**

	Check payments from parents and speak to parents who have not paid. If not enough payments have been made, visit will need to be cancelled.
	Check all permission slips/online permission has been obtained. Speak to parents who have not yet given permission.
	Check volunteer information from permission slips and liaise with volunteers to confirm.

4 weeks prior to visit**Date:**

	Speak to office about ordering FSM packed lunches.
	Pre-visit for trips further afield and involving transport.
	Ensure all medical information is updated on risk assessment.
	Update risk assessment if necessary based on pre visit, medical, behaviour etc.

	Complete any challenging behaviour risk assessments needed (appendix F).
	Give updated risk assessment to HT and EVC to check and sign.
	Identify a first aider who will be responsible for medication, first aid etc.
	Cancel regular visitors – music lessons, coaches etc.
2 weeks prior to visit	
Date:	
	Check with office to confirm transport arrangements.
	Complete groupings (if necessary) for visit. Trip leader to remain group free to be able to support where needed.
	Confirm arrangements with volunteers.
1 week prior to visit	
Date:	
	Hold pre-visit meeting(s) with staff (and parents if necessary). Ensure they are briefed on the outline of the day, timings, expectations, behaviour, road crossing, medical needs, point of contact, mobile phone use).
	Make arrangements for children not going on visit.
	Confirm that ALL permission slips/online permission has been obtained. Final chase on any parents who have not yet given permission. Children will NOT be able to attend without parental permission.
1-2 days before visit	
Date:	
	For local visits, pre-walk the route to check for any risks that may arise (roadworks etc.)
	Final check that permission slips/online permission has been obtained.
Day before visit	
Date:	
	Have emergency contacts for (at least 2 adults one trip need this along with HT and office): - Children on visit - All adults on visit - School - County - Transport company - Destination
	Fill out yellow form with all information.
	Print groupings, timetables and any other resources needed for all adults.
	Ensure all medication is collected – inhalers, epi-pens etc.
	First aider to collect first aid kits, sick kits etc.
	Collect hi-vis jackets for all staff and children (if necessary).
	Collect throw bags if your visit is near to ANY water.
	Collect cameras/ipads for photographs.
	Let HT, office and site manager know the return time.
Day of visit	
	Check attendance and update yellow form if necessary.
	Highlight any children on list if not attending.
	Give yellow form, copy of risk assessment, timetable of day and list of children and contact details to HT and office. Ensure at least 2 adults on visit have all this information as well.
	Ensure all staff bring mobile phones and that everyone has other phone numbers.

	If children are meeting you off site, attendance information MUST be phoned through to the school office.
	Adult to collect school lunches from kitchen.
	Brief children regarding purpose of visit, outline of the day, behaviour expectations and risks involved.
	Ensure all adults are wearing hi-vis and have important information for day: grouping, timetable, telephone numbers, medical information.
	Ensure children are wearing coats and hi vis (if necessary). Check they have any other things they need: packed lunches, drinks etc.

Appendix I

Checklist for Leading Offsite Residentials

Visit	
Date	
Year Group	
Group Leader	

Year Prior to Residential	
	Discuss residential opportunities with HT
	Price up the residential – centre, transport, food etc.
	Speak to office about approx. transport costing (including minibus use).
	Seek HT approval for visit using Approval Form (appendix A).
	Fill in transport request form (appendix B) for transport to be booked.
	Once approved, give/send all invoices to Business Manager.
	Send letter out outlining residential with costings to parents using letter template (appendix C). Letter template MUST be used as this contains legal wording and scopay information. This needs to be checked first by HT/DHT and School Business Manager.
	Give copy of letter to school office and email to Business Manager for website.
	Note down payment deadlines to check in with:
At least 12 weeks prior to visit	
Date:	
	Ensure there are enough adults for ratio (appendix G). Communicate with staff that are part time about any changes to their hours. ALL children with 1:1 support in school should have 1:1 support on residentials as well.
	Discuss with HT/DHT/EVC where children who are not attending are going. Are they going with work pack to a class or are they participating in an activity week in school?
	Complete initial risk assessment part 1 (appendix D) and part 2 (appendix E).
	Decide on 2 base contacts who will be contacted in the event of emergency.
	Complete online EVOLVE form.
	Check payments from parents and speak to parents who have not paid. If not enough payments have been made, visit will need to be cancelled.
	Send letter out with more information such as kit list, expectations, timings etc. Letter needs to be checked first by HT/DHT and School Business Manager
	Give copy of letter to school office and email to Business Manager for website.
At least 10 weeks prior to visit	
Date:	
	Send out medical forms to be completed by parents and staff attending.
6 weeks prior to visit	
Date:	
	Check all permission slips have been obtained. Speak to parents who have not yet given permission.
	Check medical forms have been completed. Speak to parents who have not yet filled in this information.

4 weeks prior to visit	
Date:	
	Speak to office about ordering FSM packed lunches (if necessary).
	Pre-visit for residential. This may be in person, via phone or online (teams etc.).
	Ensure all medical information is updated on risk assessment.
	Update risk assessment if necessary based on pre visit, medical, behaviour etc.
	Complete any challenging behaviour risk assessments needed (appendix F).
	Give updated risk assessment to HT and EVC to check and sign.
	Identify a first aider who will be responsible for medication, first aid etc.
	Cancel regular visitors – music lessons, coaches etc.
2 weeks prior to visit	
Date:	
	Check with office to confirm transport arrangements.
	Complete groupings (if necessary) for visit. Trip leader to remain group free to be able to support where needed.
	Complete timetable for residential including any information for down time.
	Collate medical information and meet with dedicated first aider to go over information.
	Check and collate equipment needed (if necessary).
	Send final letter out with essential information for parents. Letter needs to be check by HT/DHT and School Business Manager.
	Give copy of letter to office and Business Manager for website.
1 week prior to visit	
Date:	
	Create pack with information (at least 2 adults on trip need this along with HT, office and base contacts): - Children on visit - All adults on visit - School - County - Transport company - Destination - Medical forms for children and adults attending. - Contact information for children and adults attending. - Information about groupings/timetables etc.
	Hold pre-visit meeting(s) with staff. Ensure they are briefed on the outline of the residential, timings, expectations, behaviour, medical needs, point of contact, mobile phone use.
	Confirm arrangements for children not going on visit.
	Confirm that ALL permission slips and medical forms have been obtained. Final chase on any of this information (including medical forms for adults attending). Children will NOT be able to attend without this information.
1-2 days before visit	
Date:	
	Final check that permission slips/online permission has been obtained.
	Fill out yellow form with all information.
	Print groupings, timetables and any other resources needed for all adults.
	Print any packs for children not attending residential.
	Check all equipment has been sorted and is ready for residential.

Day before visit	
	Ensure all medication is collected – inhalers, epi-pens etc.
	First aider to collect first aid kits, sick kits etc.
	Collect hi-vis jackets for all staff and children (if necessary).
	Collect throw bags if your visit is near to ANY water.
	Collect cameras/ipads for photographs.
	Let HT, office and site manager know the return time.
Day of visit	
	Collect on the day medication from parents.
	Check attendance and update yellow form if necessary.
	Highlight any children on list if not attending.
	Give yellow form and pack with information in to HT and office. Ensure at least 2 adults on visit have all this information as well.
	Ensure all staff bring mobile phones and that everyone has other phone numbers.
	If children are meeting you off site, attendance information MUST be phoned through to the school office.
	Adult to collect school lunches from kitchen.
	Brief children regarding purpose of visit, outline of the day, behaviour expectations and risks involved.
	Ensure all adults are wearing hi-vis and have important information: grouping, timetable, telephone numbers, medical information.
	Ensure children are wearing coats and hi vis (if necessary). Check they have any other things they need: packed lunches, drinks etc.