



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Policy for Learning Outside the Classroom and Off Site Educational Visits **2025-2029**

This policy is derived from the **WSCC Model Policy 2023-2025**

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

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Policy for Learning Outside the Classroom and Off-site Educational Visits

1. Introduction

1.1 Broadwater Church of England Primary School provides many opportunities for its pupils to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement. Broadwater Church of England Primary School enables children to become wise, confident, successful learners with the motivation skills and responsibility to make a positive difference in God's world through the opportunities the pupils are provided with.

Embedding outdoor learning within our curriculum can lead to sustained concentration, better behaviour as well as positive impacts on wellbeing and teacher job satisfaction (Marchant et al., 2019). Children who enjoy learning are likely to attain better. Outdoor learning is the **pathway** to raising attainment (Waite et al., 2016). Furthermore, children need to have real-life experiences to ensure their learning provides a context for new, learned information (Dewey, 1938).

Dewey, J. (1938),

<https://eric.ed.gov/?id=ED481922#:~:text=In%20John%20Dewey's%20experiential%20learning,a%20context%20for%20the%20information.>

1.2 The value of LOfC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3 This document outlines the specific policies and procedures for Broadwater Church of England Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.
- DfE advice on health & safety: responsibilities and duties for schools <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <https://www.hse.gov.uk/education/assets/docs/school-trips.pdf>

2. Roles and Responsibilities

2.1 The **Governing Body** satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all LOfC activities and off-site educational visits of a low risk, local, daily or regular nature. This is recorded through use of the **Local Area Visit form on EVOLVE**.

2.3 The **Educational Visits Co-ordinator** (EVC) ensures that all LOfC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leadership Team for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary.

- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. This emergency contact is on Off Site e-form.
- Keep records and make reports of incidents, accidents and near misses.
- Review and regularly monitor policies and procedures.
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.
- Review all risk assessments along with the Headteacher and ensure risk assessments for individuals (children and adults) are in place if needed.

2.4 The Visit Leader is responsible for identifying the purpose and outcomes for the visit. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available at <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management process.
- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

2.5 Participants are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

3. Guidance Notes for LOtC Activities and Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for staff will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

3.2 In order to plan LOtC activities and visits the **EVC** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned. It may be possible to

approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved and signed off by the headteacher. Visit leaders will use the Offsite Activities Process document and the Day of Trip form to be fully prepared for their visit. The office will be responsible for uploading these details onto Evolve.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. This will be in a paper format.

3.4 The Local Area Visit Form available on EVOLVE is used to approve regular, low risk or routine visits such as sports fixtures; trip in to Broadwater and the local churches.

3.5 An EVOLVE Visit form must be completed for all residential and non-residential visits in this county, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplication of cover being provided by a tour operator, or external provider. The Evolve form includes information on ratios and list the designated First Aider.

3.6 The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked'.

3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed to support any learning about a 'near miss' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

BROADWATER CHURCH OF ENGLAND PRIMARY SCHOOL

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Throughout the period of time your son / daughter attends this school many visits will be made to local places of interest and it is necessary to obtain your permission to take your child on these outings. Rather than obtaining your permission on each occasion, we wish to seek your consent collectively. To make the organisation a little less complicated, we would be grateful if you would sign the accompanying overall consent form to cover these visits. This form will be kept in your child's file.

The trips and activities covered by this consent include:

- All visits (including residential trips)
- Adventurous activities at any time
- Off-site sporting fixtures during and outside of the school day
- All offsite activities

Such visits may be on foot, by staff/parent car, coach or train and would have the requisite regulation staff and adult supervision. All visits are covered by our insurance policy.

We would, of course, still inform you if your child was going to be out and full details of each trip will be sent to you by email. On those occasions when visits involve any kind of cost and voluntary contribution, you will receive an email with full details about the trip with consent to be given via ParentPay.

Parent/Carer Consent Form

I wish my son/daughter _____ (Name of child)

To be allowed to take part in the above-mentioned school activities and, having read the information above, agree to his/her taking part in any or all the activities described. I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.

Please complete the following as is appropriate:

- My child has: ☐ No illness, allergy or physical disability
☐ The following illness, allergy or physical disability

Which necessitates the following medical treatment:

I consent to any emergency medical treatment necessary during the course of the visit

Signed _____ (Parent/Carer) Date _____



Name of Parent/Carer _____

Appendix B

The Local Area Visits Form available via EVOLVE will be used for the following visits:

- Local sports fixtures
- Walking visits within 2 miles of the school

These visits will be 'pre-approved' by the EVC/Head Teacher at the start of or each term.



Add Local Area Visit

Visit Name

Date:

Leaving at Returning at
 : - :

Where are you going?

Number of Students

Staff member in charge

Comments

PROVIDER STANDARDS FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed by all providers and evidence submitted upon request. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained, and records are available for inspection. ☐
3. The staff have the experience, competence, and professionalism to work with the age range and abilities of prospective groups. ☐
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere. ☐
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people ☐
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff. ☐
7. The provider has public liability insurance cover of at least £5million, **(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).** ☐
8. The provider will take all reasonable steps to allow inclusion and participation for any child or young people who has special needs or a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and The Equalities Act 2010. ☐
9. The provider encourages responsible attitudes to the environment as an integral part of the programme. ☐
10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibuses driving assessment. ☐

11. A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed. ☐
12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation. ☐
13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision. ☐
14. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents. ☐
15. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants.
16. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice. ☐

Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

17. The provider meets the requirements of the Adventure Activities Licensing Service (AALS) ☐

For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

18. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment. ☐
19. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties. ☐
20. The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards. ☐
21. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser. ☐
22. **Please list the adventurous activities you will be providing along with the minimum qualification or training your instructor will have.** Where appropriate please give details of the nature of the location to be used:

ACTIVITY	MINIMUM QUALIFICATION/TRAINING	LOCATION
e.g. Canoeing	e.g. BC Paddlesport Instructor	e.g. Sheltered Lake
.....		
.....		
.....		
.....		
.....(continue on a separate sheet if necessary)		

If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above, **except where I have deleted or crossed out the item**. The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

Thank you for completing this form.

Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:



Outdoor Education

The Grange, 2nd Floor,

County Hall

CHICHESTER

West Sussex

Outdoor Education Adviser, July 2023

EVOLVE: www.westsussexvisits.org

National Guidance: www.oep.info

Appendix D

Standard Operating Procedure for Coach Travel

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will be only be booked from licenced operator whose details have been checked at <https://www.gov.uk/find-vehicle-operators>
- Where reasonable coach operators with one of the following will be contracted:
 - Coach Marque <https://www.coachmarque.co.uk/operators/?q=>
 - BUSK Benchmark <https://www.busk-uk.co.uk>
 - Road Operators Safety Council Safe Driver Award <http://rosco-uk.org/safe-driver-awards/>
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does smell of alcohol, it not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
 - Wearing seatbelts at all times, if fitted
 - No standing whilst the coach is moving
 - What to do if they become ill
 - Information about eating and drinking on the journey
 - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat at the rear of the coach and either at the middle exit or the front seat of the coach.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outbound journey should be repeated.

Coach Breakdown

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

Coach Accident

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

Appendix E

Standard Operating Procedure for Rail Travel

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded the leader it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss train they should remain on the platform from which the train departed and wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains

<https://tfl.gov.uk/info-for/schools-and-young-people/>

In the event of an incident or accident instruction given by the transport staff must be followed.

Lost Child, Young Person or Staff Member

To minimise the risk of a child, young person or adult being lost registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

On discovering a member of the party if missing

- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority,
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents in advance of the use of social media and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phone or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

Appendix G

Child Code of Conduct (age dependent)

You will agree to:

- behave responsibly at all times.
- comply with all instructions at all times.
- take responsibility for your own possessions.
- abide by all host facility rules and regulations.
- be aware of all emergency procedures.
- in the event of an emergency, follow emergency procedure instructions.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff of any hazards and report any damaged or unsafe equipment.
- wear appropriate clothing.
- return all borrowed equipment in the same condition in which you received it.
- safeguard personal belongings and borrowed equipment.
- Wear a school emergency wrist band (school number printed on).

On the coach

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Bags should not block the aisle and be kept on the luggage rack or under the seat.
- Litter should be put in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- Not to disembark until asked to do so.
- When disembarking, be aware of traffic movement and direction.
- Wear a school emergency wrist band (school number printed on).

Motorway service stops

- Follow instructions from staff regarding where you are allowed go.
- Wear a school emergency wrist band (school number printed on).

The railway station

- Ensure you understand the importance of remaining in your group at these busy locations.
- Ensure that you understand that timings are vital.
- Ensure that you understand security arrangements and limitations.
- Ensure that you stay back from the edge of railway platforms.
- Stay with your group at all times.
- Wear a school emergency wrist band (school number printed on).

Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.
- When unaccompanied by staff, ensure that you understand any instructions and limitations.
- Wear a school emergency wrist band (school number printed on).

Failure to comply with this Code of Conduct may result in sanctions.

Guidelines for Helpers on School Trips 2024-2025

Thank you for agreeing to help with our school trip. Please read the following guidelines that we have put together to help our trips run smoothly and ensure the children get the most out of them.

Please refer to trip risk assessment and speak to the led teacher for additional information and the latest updates.

- If you are allocated a group of children:
 - Please stay with these children at all times
 - Encourage all children to go to the toilet at regular intervals
 - Interact with your group – asking questions and giving encouragement
 - Be enthusiastic about the learning
 - Stay within the location perimeters – be clear where you/the children are allowed
 - Children must stay with the group at all times
- Follow the instructions of the leader/teacher.
- Do not offer food (including sweets) or drinks to children in your group.
- In emergency use phone numbers below.
- If you are unsure about any of the arrangements consult with the visit leader.
- Reinforce, expect and model good manners, appropriate behaviour and respect (eg lots of please and thank you, walking not running, talking not shouting, being attentive to the leader/guide).
- Please refrain from eating/drinking until group break times, and using your phone at any time unless to contact the group leader.
- Please do not take photos (on camera or phone) without the permission of a teacher.
- Please refrain from using your phone on a school trip, you are there to support the children in their activities. It is also important that you don't post messages about the trip particularly with regard to travel. The school has a system to text parents when delays or emergencies occur and it is important that we use this a single system for all.
- No smoking, vaping, swearing, or unnecessary shouting.

School off site phone number will be allocated on the day (for use only in emergency off site)

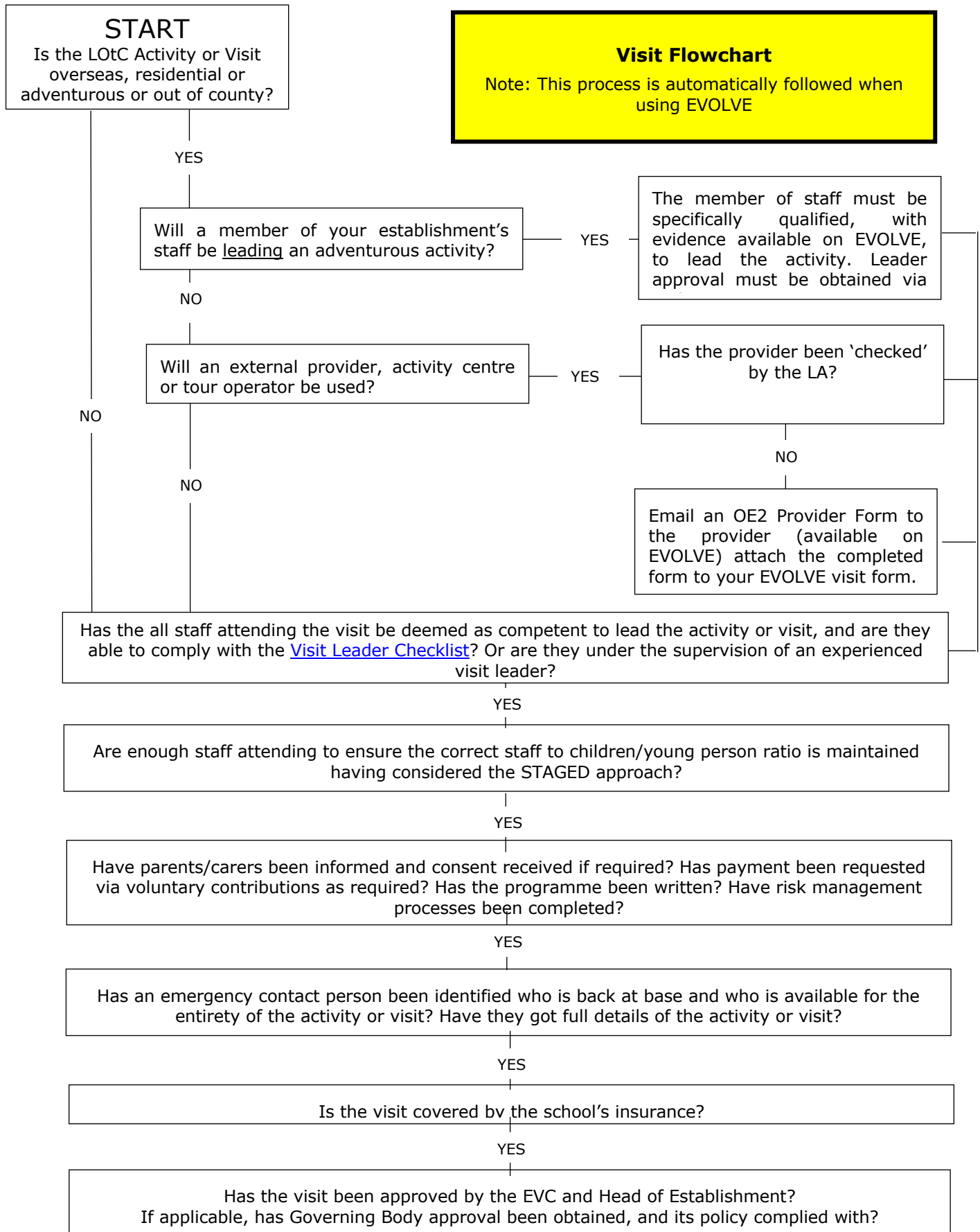
School on site phone number for trips 07435723942 to contact school in an emergency

School phone number 01903 235389

In an emergency, do not contact anyone else – it is the teachers' responsibility to deal with contact issues (note: confidentiality).

Sept 2024

Appendix I





Off-Site Activities Process

Any excursion off the school premises (however near or short) should be regarded as an Off-site activity, and requires a form to be completed.

Date(s) of Visit: _____ **Destination:** _____

Class(es) Group: _____ **Trip Leader** _____

Purpose of Visit _____

Main Curriculum area(s) covered _____

Off – Site Activities Check List **Have you done the following...?**

1. Make Preliminary Arrangements:

(This may include a preliminary visit)

Make provisional booking for site: (date booked & reference: _____)

Make provisional booking for transport _____

Time of departure from School: _____ Time of departure from Venue: _____

Consider the numbers going and adult child ratio.

1:6 for groups with children aged under 8.

1:10-15 for groups with children aged 8 but under 12.

1:10 for trips abroad.

If planning to use parents' cars, check that the volunteer parents have correct insurance and police check (current DBS).

2. Establish Costs:

Entrance fee/ Workshops	
Transport:	
Adult Entry and/or Staffing costs to enable the trip to take place (consult SBM):	
Other costs:	
Plus 2.5% to cover PARENTPAY fees:	
Total Cost:	
Cost per child:	

Office:

Head:

DO NOT CONTINUE WITHOUT SLT SIGNATURES

Once SLT signature has been obtained, please follow these steps to prepare for your trip

3. Letter to Parents:

Send out letter to parents (**minimum of 3 weeks required**).

Remember you need to include a reminder about asthma inhalers and any other medications.

Inform parents to cancel hot lunches if necessary.

- ☐ **Ensure Head sees the letter before sending out**
 - ☐ Check Free school meals (packed lunches to be organised by Natalie)
 - ☐ Check Universal Free school meals (Yrs. R, 1 & 2) – remind Natalie to arrange packed lunches
 - ☐ Inform Peripatetic Music teachers (and contact co-ordinator – via Elma)
 - ☐ Check duties: lunches, playground, whistle duties, MMS, clubs.
-

4. Checks:

- ☐ Confirm all bookings (both travel and destination)
 - ☐ Check all car drivers have correct insurance and copies are lodged in the office.
 - ☐ Check the adult supervision ratio again. Have you got enough helpers? Who are they?
 - ☐ Check all volunteers are DBS checked.
 - ☐ Is a member of staff first aid trained?
 - ☐ Have you started filling out the **Day of Trip** form saved in Staff Share / Trips?
-

5. Risk Assessments: (submitted 2 weeks beforehand)

Has this been completed? YES ☐

Have you considered any children needing individual risk assessments (liaise with Tracy Mitchell)? YES ☐

Once seen by SLT, send an electronic copy to Elma: ehargreaves1@broadwaterce.org

[Proforma can be found in “teachershared/trips”]

SLT:

6. Consent Form and Monies: (check frequently!)

Have you collected all consents (forms/emails if not paid by ParentPay) and monies in? (If necessary resend trip letter to relevant families.)

(Teacher - Check with Elma or Vanessa – Have you checked all parental consent has been given? Don't leave it until the day before)

Office:

7. Week Prior to Visit:

- ☐ Double check all bookings.
 - ☐ Check parent consents and medical information again
 - ☐ Brief pupils and others involved on purpose, behaviour, equipment, clothing, footwear, lunch etc. (as per initial letter)
 - ☐ Review safety arrangements.
 - ☐ Check details of travel arrangements and times with the office i.e. train, coach etc.
-

8. Day before the Visit:

- ☐ Assemble First Aid (check Emergency Plan is in the kit).
- ☐ Ensure staff are given copies of “Guidelines for helpers on school trips” for helpers. (This can be emailed)

(Teacher to collect First Aid and bucket with newspaper, bin liners etc. from office)

9. On the Day of the Visit:

Leave this form and group lists/phone numbers with the office

Make sure somebody from the office (usually Elma or Alison) has made a note of the vehicle registration number.

Follow the list on the **Day of Trip** form

10. After the Visit:

Follow the list on the **Day of Trip** form



Day of Trip Form

Teacher Requirement:

Destination of Visit:

What3words:

Date of Visit:

What is the purpose of your visit? Choose an item.

What is the purpose of your visit? Choose an item.

Intended Outcomes:

1. Click or tap here to enter text.

2. Click or tap here to enter text.

Trip Leader:

Contact number of Trip Leader: **Click or tap here to enter text.**

Departure Time: Click or tap here to enter text.

Expected Return Time: Click or tap here to enter text.

Risk Assessment:

☐ I have completed a risk assessment for the trip and sent it to SLT.

☐ I have a child that needs an individual risk assessment and I have sent it to SLT.

☐ Risk Assessment - Headteacher checked

Travel Arrangement:

Coach Company Name:

Intended number of children:

Number of Boys:

Girls:

Who is accompanying?

Staff	Parent helpers/ Volunteers

Please note ratios: 1:6 for groups of children from Reception and Key Stage 1

1:10-15 for groups of children in Key Stage 2

Named Qualified First Aider (nursing qualification is not adequate):

Emergency Contact: A member of SLT on School mobile 07435723942 / School Contact: 01903 235389

The emergency contact should not be an adult coming on the trip.

Reminders:

Have you considered?

☐ Duties (break, lunch, whistle duties, MMS, clubs, red book/ AR) including your TA

☐ Group lists

☐ Ratio

- ☐ Risk assessment (and the impact on specific children) (tick once this is completed and emailed to: ehargreavesl@broadwaterce.org)
- ☐ Double check all bookings (travel and destination) have been confirmed at least a week in advance
- ☐ Briefing pupils on clothing, footwear, lunch, behaviour, equipment, purpose

On the Visit Day Take:

- ☐ First Aid Kit (including red Emergency Contact Card)
- ☐ Group lists (and copy to the office)
- ☐ Mobile Phone
- ☐ Wrist Bands with main school telephone number
- ☐ Any medication and asthma inhalers (held by group leaders/ first aider/ autoinjectors) (YR 1 & 2 all in a labelled bag, Y3-6 should carry their own inhalers)
- ☐ Any packed lunches for free school meals children
- ☐ Fruit snacks (KSI)
- ☐ High visibility jackets for staff and volunteers
- ☐ Whistle

After the Visit:

- ☐ Return the first aid kit/ bucket to the School Office
- ☐ Return any medication (including auto-injectors and asthma inhalers) to the School Office and into your classroom cupboards for safekeeping
- ☐ Return wrist bands and high visibility jackets to the School Office

Evaluation - Write any helpful comments about the trip on this form (include useful information for next year and any updates to the risk assessment):

[Click or tap here to enter text.](#)

Signed by Trip leader:

Date:

Office Requirement:

Provisional Booking of Venue

Date: Reference:

Travel Arrangements

Transport Company/ Coach provider: _____

Vehicle Registration Number (on the day): _____

- ☐ Tick this box once the coach has been booked

Costs

Entrance fee/ Workshops	
Transport:	
Adult Entry and/or Staffing costs to enable the trip to take place (consult SBM):	
Other costs:	
Plus 2.5% to cover PARENTPAY fees:	
Total Cost:	
Cost per child:	

Letter to Parents

Send out letter to parents (**minimum of 3 weeks required**) including reminders about asthma inhalers, any other medication and informing parents to cancel hot lunches if necessary.

Who has the letter been seen by?

☐ Trip leader/ Class teacher ☐ Headteacher ☐ Sent to Parents

Checks

Have you:

- ☐ Checked all car drivers have correct insurance and copies are lodged in the office
- ☐ Checked all volunteers are DBS checked
- ☐ Checked all bookings are confirmed (both travel and destination)
- ☐ Checked Universal Free school meals (Yrs. R, 1 & 2) – see Natalie
- ☐ Checked free school meals (packed lunches to be organised by Natalie)
- ☐ Informed Peripatetic Music teachers (Elma to contact co-ordinator)
- ☐ Headteacher final check – EVOLVE submitted

Consent Form and Monies

Have you received all consents (forms/ emails if not paid by PARENTPAY) and monies in?

- ☐ Yes ☐ No (If necessary, resend trip letter to relevant families)

Day before the Visit

- ☐ Assemble First Aid (check Emergency Plan is in the kit).
- ☐ Ensure staff are given copies of “Guidelines for helpers on school trips” for volunteers

Broadwater Off-Site Risk Assessment

RISK ASSESSMENT AND RISK MANAGEMENT

RISK ASSESSMENT FOR OFF-SITE ACTIVITY				
ACTIVITY:		LOCATION:	DATE:	
Name: <input type="text"/>		Organisation : BROADWATER C of E First and Middle School, Rectory Gardens, Worthing, BN1 4 7TQ		
Assessment undertaken (date): <input type="text"/>		Signed: <input type="text"/>	Post Review Date: <input type="text"/>	
LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)	