



## Offsite Visits Policy

Name of School	Petersgate Infant School
Date of review	May 2025 Reviewed May 2026
Date of next review	May 2028
Reviewed by	Wendy Mitchell Headteacher

### School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

### Aims

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality learning environment.
- Helping everyone enjoy learning and achieving their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

## **1. RATIONALE/PURPOSE**

Educational visits enhance each child's learning and understanding through offering varied experience related to the topics and/or their social development.

## **2. Guidelines**

All off-site activities are to be taken in accordance with County regulations, as detailed in the documents: Off-site Activities. This can be accessed using the Hampshire EVOLVE system.

## **3. Roles and Responsibilities**

Leader:

When any group goes off-site the leader must ensure that:

- a) A list of emergency contacts for all accompanying adults to be left in the office.
- b) First Aid Kit, High Visibility Jackets for children, children's medication including inhalers in the red ruck sack which is to be taken on all trips.
- c) The Throw Bag is to be taken whenever the visit is near water.
- d) Information pack of emergency procedures to follow

Other Accompanying Adults:

All adults must have a group list showing:

- e) Their own group responsibility and copy of Risk Assessment for trip.
- f) A list of adults and children travelling in each vehicle.
- g) The name and telephone number of the base contact person who can be contacted in an emergency.

Drivers of Transport

Minibus driver to hold a current standard MIDAS Certificate or an accessible certificate for wheelchair access.

Other responsibilities

1. There is a person available at the school to contact for the duration of the time off-site.
2. A trained first aider must accompany the trip.
3. Only school cameras and/or I pads can be used to take photographs during the visit.

#### **4. Transportation**

All coaches/minibuses must have safety belts fitted. Booster seats to be used in school minibuses.

Regulations apply to all kinds of off-site activities, irrespective of whether the activity takes place during the normal hours or evenings.

#### **5. Supervision:**

For each group the Headteacher/Education Visit Coordinator shall ensure that there will be adequate supervision taking into account the programme of activities and the environment to be visited.

#### **6. Pre-Visits**

A pre-visit will be made if the trip is venue only to assess the risk and support the writing of the risk assessment. If the venue is provider, plus venue, then the venue/site risk assessment can be used to complement the school based risk assessment. This is a key safety factor.

#### **7. Recording & Risk Assessments**

All trips need to be completed using EVOLVE and submitted to Education Visit Coordinator, where possible, at least 2 weeks prior to the visit. A risk assessment must be completed for each visit on which specific children are included when appropriate.

#### **8. Parents/Assisting Adults**

Before parents and other adults are used on visits their role in the specific venture will be explained to them and appropriate preparation given. Adults who do not have a DBS will not be left alone with children. Ensure parents are aware that they cannot use personal devices to take photographs or recordings of any description.

#### **9. Group Leaders**

At all stages and for all activities the leader must be aware of any risk involved and must be familiar with the specified safety regulations and recommendations laid down by the County Education Officer.

All members of staff will follow the EVOLVE checklist prior to each visit (Appendix A)

#### **10. Cancellations**

Any visit where a lack of parental contributions mean that not enough monies are collected for the trip to be financially viable will be cancelled within the cancellation time period for each visit.

## Appendix A

<b>Checklist for Educational Visits</b>			
<b>Action</b>	<b>Deadline</b>	<b>Who</b>	<b>Actioned</b>
Check the date is suitable with the year group and the office	As early as possible	Senior Admin Officer	
Ensure the date is entered into the Petersgate calendar online	As early as possible	Senior Admin Officer	
Book coaches if required	As early as possible	Senior Admin Officer	
Check availability of minibus and drivers, if required	As early as possible	Senior Admin Officer	
Check with the kitchen if lunches are required and find out the deadline for orders	As early as possible	HC3S team	
Write a letter to inform/request permission/payment and contact number and email copy to office	6 weeks prior to visit	Admin team	
Ensure tickets are ordered and entry is paid for, if required	7 weeks prior to visit (at least)	Senior Admin Officer	
Check venue for access, ratio and entry requirements and carry out site visit and risk assessment	2-3 weeks prior to visit	Lead teacher	
Check medical and dietary needs and other needs of the group	2-3 weeks prior to visit	First Aiders/Class teacher	
Complete and check contact lists for staff and children	2 weeks prior to visit	Admin team	
Ensure a first aider is able to accompany the class on their visit	2 weeks prior to visit	First aiders/Class teacher	
Complete EVOLVE	2 weeks prior to visit	EVC Co-ordinator	
Check if you need money to pay for parking and collect from the office petty cash	1 week prior to visit	Senior Admin Officer	
Ensure that you have all required medications and instructions on their administration	The day before the visit	First Aiders	
Take a first aid pack that is fully stocked	The day before the visit	First Aiders	
Take the 'Red Bag' and throw bag if going near water	The day before the visit		
Collect school visit tabards	The day before the visit		
Fully charge your mobile phone	The day before the visit		
Collect fully charged school cameras and/or I pads which are to be used to take photographs	The day before the visit		
Ensure you have a copy of the 'Visit Leader Emergency Action Card,' which is Appendix 2 in the Education Visits Policy	The day before the visit		
Collect school lunches from kitchen	On the day	HC3S team	
Gather water bottles and fruit	On the day	Class teacher	
Provide Emergency Contact details for all adults accompanying the children	On the day	Admin team	
MIDAS trained staff are available and provide the transport if minibus required	Prior to the visit check availability of bus and staff	Class teacher to liaise and MIDAS staff available	