



At Knights Enham Junior School we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.



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'Together We Achieve'

School Off Site Activities and Educational Visits Policy

Approved: Sept 2023

Review: Sept 2024



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Rationale

At Knights Enham Junior School, we believe that safely managed educational visits and off-site activities with a clear purpose are an invaluable part of a broad and balanced curriculum. They provide an opportunity to extend pupils' learning and enrich their appreciation of themselves, others and the world around them. As with all learning activities, the health and safety of pupils, staff and helpers is paramount at all times.

We Aim:

- To provide a wider range of experiences for our pupils than could be provided on the school site alone
- To promote the independence of our pupils as learners and enable them to grow and develop in new learning environments
- To create memorable experiences for our pupils that will stay with them and enhance their learning back in class
- To ensure all visits are safe, purposeful and appropriate to meet the educational needs of our pupils.

County Regulations and Guidance

The Hampshire Outdoors Supplementary Guidance published by The Outdoor Education Unit of Hampshire County Council is available for staff reference. There is also the Safety in Adventurous Activities guidance which provides details on specific activities which may be undertaken. Hampshire Outdoor Education also has a website called 'Evolve' which is dedicated to planning offsite visits and contains much of this information.

Group Leaders

Group Leaders must act in a responsible manner, taking all measures to ensure that everyone under their control and supervision is safe and protected from unacceptable risks. Before embarking on an Offsite Activity or Educational Visit, Group Leaders must have:

- read the current relevant sections of the Hampshire Outdoors Supplementary Guidance and, where appropriate, the Safety in Adventurous Activities guidance
- assessed the risks associated with the trip taking into account the location, group attending, the activities being undertaken, the supervision ratios required and how first aid provision will be met if required.
- obtained approval for the visit from the Headteacher and, where appropriate, the Local Authority.
- ensured that all adult helpers have had DBS clearance
- obtained consent to attend the visit from parents of the pupils attending.
- obtained medical questionnaires/consents where the trip is residential or a long day trip
- ensure that all volunteer helpers are fully briefed before departure so that they understand what is and is not acceptable behaviour e.g. taking photographs.

Supervision Ratios and Qualifications Guidance

Each group of children shall be accompanied by at least one teacher/leader from the school in the under-mentioned ratios.



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Group leader – the person who has overall charge of the venture – must be an employee of the establishment

Qualified leader – a teacher, nationally qualified youth worker or lecturer (also potentially other NVQ Level 3 qualified personnel), other appropriate employees approved by the Head of Establishment

Volunteer and other – any other adult, known to the establishment, who is a responsible adult deemed by the head of establishment to be competent enough to support the venture and who has had DBS Clearance

Risk Assessment

The Group Leader will need to complete a risk assessment and risk management record for each educational visit. If a class visits the same location each year, new records do not have to be written but old records need to be consulted and modified.

Health Issues in the outdoors

Leaders should be aware of the existence in the outdoor environment of naturally occurring infections e.g. tetanus and take appropriate precautions against these. All involved should take such action as cleaning and covering abrasions, cuts and scratches and ensure that hands are clean before eating. Participants and their parents should be told that if they feel unwell some days or weeks after an outdoor activity they should consult their doctor.

Crossing the road

- If possible, a route should be planned which requires no road crossing at all
- If roads must be crossed, use a formal crossing point e.g. bridge, zebra crossing
- If no formal crossing point is available, use the 'Wave' approach described below as it is faster and more efficient in terms of getting across the road:

The Wave Approach

- Choose a crossing site where visibility is good in both directions. A minimum of 100 metres is recommended where possible
- Gather the group on the inside of the pavement at least 1 metre from the kerb or road edge
- Choose a location where there is a suitable collection point on both sides of the road, an area off the road and pavement being preferable
- Decide on the manageable number that can cross in a controlled line, parallel with the kerb, walking together
- Line them up parallel to the kerb (in one long line or, if sufficient room, banked into their crossing groups)

The leader in charge of the crossing is at the end facing oncoming traffic. A second leader is at the other end and responsible for opposing traffic. This is where fluorescent clothing is useful if in daylight, or reflective clothing in darkness

The group approaches the roadside on a suitable signal or command. The leaders confer and agree when the crossing is possible before signalling to the group and walking across together. The actual crossing therefore only takes the same time as for one person walking alone



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Where only two leaders are present and the group split into more than one 'wave', each needs to have a priority for looking after the group on one side of the road and may meet in the middle in order to bring the second group across.

Emergency Procedures

Group leaders going off site must always have with them:

The telephone number of their base contact person(s) for the duration of the venture. (This would normally be the School Office number)

A copy of the Offsite Emergency Procedures Card containing the action to be taken in the event of a serious accident, incident or emergency.

The Group Leader must ensure that all accompanying adults have group lists showing:

- Their own group responsibility
- Who is travelling in which vehicle (if appropriate)
- The name and telephone number of the base contact person
- Medical condition of any participants in their group e.g. epilepsy, diabetes, asthma, allergies etc.
- Special needs of any pupils in their group e.g. learning or emotional behavioral difficulties

For residential or distant day trips, it is important to ensure that a Medical and Consent Form is completed for all participants.

A copy of all this information must be left at the school office. In the case of residential visits, full copies of records to be given to the named staff emergency contacts

- The base contact person should have available:
- The names of all off site participants including adults
- The distribution, if in separate groups or vehicles
- The planned itinerary
- The names and telephone numbers of any travel company
- Access to next of kin home and work contacts for all involved during the venture including adults
- A copy of the Offsite Emergency Procedures Card containing the action to be taken in the event of a serious accident, incident or emergency.

Transport Minibus travel

It is important that there is a second adult in the vehicle apart from the driver, as it is vital that the driver can concentrate on the safety of the driving and not be distracted by the children.

By law, seat belts or lap restraints must be used by passengers. Any driver must have completed a MIDAS assessment to be approved by the Headteacher. Please see additional guidance on Page 66 of the Hampshire Outdoors Supplementary Advice and Guidance.



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Coach travel

- Only book coaches from companies who are on the Hampshire Approved Transport list
- By law, seat belts (preferably three-point belts) must be used by all passengers and leaders must ensure that they are in use at the start of each part of the journey.
- Supervising staff should be spread throughout the coach, with leaders seated by the emergency exit and by the driver (to avoid distractions).
- Note the position of emergency doors and exits and ask for them to be checked.
- Make sure everyone knows what to do in the event of an emergency.
- Agree times for food and drink on the journey and have a system for collecting litter
- Select good meeting / collection points for getting on and off the coach.
- Plan toilet stops.

Car travel

Employees are able to use their own cars provided that:

- The vehicle cannot carry more than eight passengers
- Any money paid is not more than the running costs (no hire or reward)
- Arrangements for payment were made or agreed before the journey
- They have a clause in their insurance stating that they are able to use their vehicle for business purposes. Fully comprehensive insurance is recommended.
- Parents need to provide Informed Consent if private cars are to be used (Consent can only be given by those with parental responsibility)
- Licences, insurance and MoTs need to be checked and confirmed by senior staff.
- Seatbelts / booster seats must be used in line with current legislation. It is possible for volunteers to offer to use their cars provided that in addition to the above conditions being met:
 - They recognise that they have a normal duty of care to other passengers and are known to be responsible adults
 - Checks would need to be made to confirm that the vehicle is road worthy and appropriately insured
 - Cars must not be overloaded, each young person to have a recognised seat
 - They must have had DBS Clearance undertaken by the school

Rail Travel

For guidance relating to rail travel, refer to Page 63 of Hampshire Outdoors – Supplementary Guidance document.

Adventurous Activities

The following activities are defined as Adventurous Activities and must be submitted for approval by Hampshire Outdoors via **Evolve at least 6 weeks** before the activity takes place. All those leading an off site activity of this nature must have read the current relevant sections of the Hampshire Outdoors Document 'Safety in Adventurous Activities' which detail the specific regulations that must be adhered to. These lists are not exhaustive. If in doubt contact Hampshire Outdoors for advice.



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Residential Visits

Before any activity takes place that involves children in residence away from home for one or more nights, the visit must be approved by both the Headteacher and Hampshire Outdoors. Request for approval must be submitted via the Evolve system **at least 6 weeks** prior to the departure date. Until signed-off approval has been received the trip cannot take place as insurance and indemnity will not be secure.

Further guidance on the planning, organisation and supervision of a residential visit can be found in the Planning and Managing Visits and Ventures section of the Hampshire Outdoors Supplementary Advice and Guidance on Evolve.

Useful contact number: Hampshire Outdoors – 01962 876218

Trips to Major Cities

Trips to major cities e.g. London must be recorded on Evolve so that they can be viewed by Hampshire Outdoors in the event of an incident.

Knights Enham Junior School Residential Trips Calendar: 2023 – 2024

Year Group / Venue / Cost / Date	Preparation
Year 3 Stubbington Residential – 2 nights Cost: £130 Date: Summer	<ul style="list-style-type: none"> • Add trip on EVOLVE with risk assessments • Fill in information form to give to the office and SLT • Send out permission slips/ medical forms and information regarding the sleep over. • Collect permission slips and medication forms. Follow up any outstanding. • Pupil register, copies of medical forms, permission slips to go to the office the day before.
Year 4 Sleep Over – 1 night Cost: n/a Date: Aut 2	<ul style="list-style-type: none"> • Add trip on EVOLVE with risk assessments • Fill in information form to give to the office and SLT • Send out permission slips/ medical forms and information regarding the sleep over. • Collect permission slips and medication forms. Follow up any outstanding. • Register, copies of medical forms, permission slips to go to the office the day before.
Year 5 Grittleon Adventures Per person: £130 Date: October' 22	<ul style="list-style-type: none"> • Add trip on EVOLVE with risk assessments • Parent meeting organised • Fill in information form to give to the office and SLT • Send out permission slips/ medical forms and information regarding the sleep over. • Collect permission slips and medication forms. Follow up any outstanding.



	<ul style="list-style-type: none"> Organise final meeting - send out timings, activity timetable and kit list. Pupil register, copies of medical forms, permission slips to go to the office the day before. <p>ASAP: book residential for next year</p>
<p>Year 6 Fun Week Per Person: Contribution Sleep Over Camping Date: Summer 2</p>	<p>June:</p> <ul style="list-style-type: none"> Organise timetable for the week/ book activities/ arrange coaches/ mini buses Fill in information form to give to the office and SLT Add trips to EVOLVE with risk assessments and inform relevant staff who are going. Visit any sites if needed. Send out permission letter and timetable of events. This may need to be sent out earlier if we are asking for payments.

Trips/events/ visitors Cultural Capital	Year 3	Year 4	Year 5	Year 6
Autumn 1	Danbury castle		Grittleon Adventures	
Autumn 2	Winchester Discovery Centre/ Reading Science centre	Butser Farm	Wintery Walk Fire Service	
Spring 1			Ancient Greece Day	
Spring 2	Living Rainforest	Sleep Over in school		
Summer 1	Egyptian theme day	Gilbert White Study Centre	Local Pond Dipping/ build a den	Hawk conservancy
Summer 2	Stubbington		Winchester Discover Centre	Fun Week

All information regarding any residential and visits must be saved on teacherspool in the folder called, 'Residential'. This can then be used the following year.

Walking

All staff must wear orange hi-ves jackets and children should walk in pairs.



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Residential Trip/ Visit School Information Form

Name of Group leader:

Location.....

Date(s).....

Coach/ mini bus.....(lease with office)

Cost.....

Team members.....

.....

.....

Date of parent meeting (s).....