



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

External Visits Policy

Rationale

This checklist is designed to help the visit leader when planning a visit/off-site activity. This list also helps the Head Teacher and Educational Visits Coordinator (EVC) ensure the health, safety and wellbeing of all children and staff attending. This checklist will ensure the effective management, planning and organisation of any trip and support compliance with policies and statutory requirements. This policy has been written using guidance from

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools> the HSE and Somerset County Council.

We believe teachers should feel confident to be able to take all pupils on a trip. It is our vision that these visits are inclusive, exciting and broaden children's knowledge and understanding. Pupils and staff should be safe on such activities and be able to fully take part within managed risks and controlled limits.

Safeguarding

The safety and welfare of staff and children is paramount when off the school site. In the event of a safeguarding issue or concern being identified during the visit, the Visit Leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the visit should be made aware of these before the trip or activity takes place.

GDPR

The Visit Leaders and accompanying adults need to know what they need to know about children in their care, GDPR regulations do not change this during a visit. When sharing personal or sensitive information the school should do so in accordance with its published privacy policy, but this policy should not prevent Visit Leaders or accompanying adults having ready access to information such as medical conditions, dietary requirements, parental contacts. This information is carried by the Visit Leader in the form on a SOE3 form (parental consent for off-site activities) completed by the parent/carer.

Photographs

Staff may take photos and videos of pupils for "educational purposes". These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the General Data Protection Regulations (GDPR) apply to images and videos taken for educational purposes. "Media use" is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for school social media. The principles of the GDPR apply to images and videos taken for media use.

All photos and/or videos must only be taken using a school device and in accordance with the schools' permissions register. A copy of this can be obtained from the admin team.

Policy

- Has the visit leader completed the relevant risk assessment(s) using EEC live tool (European Education Consultants Live tool used for school risk assessment)?

Liaise with EVC to add trip to EEC live.

- Has the visit leader completed a preliminary visit if necessary?

If no pre-visit is required, is the visit leader aware of potential risks and opportunities to ensure the smooth running of this trip?

- Has the visit leader requested all the relevant paperwork from the location?

As well as completing and returning the booking form, request the company/site risk assessment as this will help our school to be compliant and safe.

- Has the visit leader read, completed and attached to EEC live the relevant Standard Operating Procedures (SOPs)?

SOP documents in document library on Evolve. Only edit column 3.

- Has the visit leader organised suitable staffing?

Are members of staff, including any volunteers, suitably competent to supervise the individuals and groups they are responsible for in that environment?

Are volunteers in receipt of a current Disclosure and Barring Services (DBS) certificate?

Have parental helpers received any training?

Have First Aiders been identified and equipped?

Who is responsible for carrying medication such as inhalers?

Are all staff aware of their groups?

Are all staff aware of their roles and responsibilities?

Are all staff aware of those children with additional needs including medical and dietary?

Has careful consideration been given to groupings?

Have emergency contact numbers been shared?

- Have the correct staff to young people ratios been met?

For walking within the village the ratio is 1:4 for Nursery, 1:10 for Foundation stage (FS)/Key Stage one (KS1) and 1:12 for Key Stage two (KS2).

For general trips the ratio is 1:4 for Nursery, 1:6 for FS/KS1 and 1:12 for KS2. For adventurous visits the ratio is 1:4 for Nursery, 1:6 for FS/KS1 and 1:10 for KS2 For residential visits the ratio is 1:3 for Nursery, 1:5 for FS/KS1 and 1:8 for KS2.

For all visits does the staffing include male and female supervision?

- Have children with additional needs be considered?

Children with a 1:1 statement have their own adult who DOES NOT count towards the overall ratios.

Do children with disabilities and additional needs have suitable access and support available? Has the venue been notified of this and have additional access arrangements been made upon booking?

Where behaviour needs require additional support do the relevant staff fully understand the procedures for the child(ren)?

- Has the visit leader gained consent from all parents/guardians?

Consent for general trips, including coach travel, is in the form of a permission given online ONLY via Parent Mail prior to departure.

Consent for adventurous activities and residential visits must include an SOE3 form.

Has the visit leader completed a program?

Will the children, staff and volunteers require different clothing?

Will the children, staff and volunteers require extra protection? (eg. sun cream? insect repellent?)

Will the children, staff and volunteers require additional items (eg. clipboard and pencil? wellington boots?)

Is there a wet weather plan?

If applicable, is there an emergency evacuation plan?

- Has the visit leader arranged transport?

Is the transport appropriate, suitable and legal?

Is the transport provider from the approved Somerset County Council list?

Are there suitable and sufficiently qualified, DBS checked drivers for any planned coach/bus/taxi journey?

Are there any people with special needs who require specific transport arrangements?

Is there a contingency plan in the event of a delay, breakdown or early return?

- What happens in the event of an emergency?

Has the visit leader got access to a mobile telephone?

Has the visit leader got access to emergency contact numbers for those children and adults participating in the visit/activity?

Does the visit leader have the contact number for the coach company and the venue?

Does the visit leader have access to directions should they be required?

- Has the visit leader handed over to the office?

Has a list of children leaving site been left in the office?

Has an emergency contact number been left with the office?

Have the timings and transport arrangements been confirmed with the office?

Practice

	When?	What?	Who?	Done (✓)
1	PPA (Planning, preparation & assessment time)	Consider a suitable visit, one that has educational value and links to current learning. Check to ensure this is not a repeat visit for the cohort or that any other year group will be doing a similar visit.	Visit leader	
2	PPA	Seek cost from venue/visit/provider and gather transport quotes if required. (Must have 3 coach quotes).	Visit leader	
3	PPA	Draft a letter and check the visit with the Headteacher. Ensure there is no clash with any other calendar event.	Visit leader	
4	PPA	Consider staffing needs with thought on the impact to Teaching Assistants (TAs) and MTAs. Teachers are responsible for arranging volunteers where required. Should a problem arise whereby not enough volunteers can be sought within your year group, please ask the admin team to send out a Parent Mail to other year group volunteers.	Visit leader & class teachers	

5	PPA	Complete costings sheet aiming to keep the cost as low as possible. Additional funds may be raised from the PTA, fund raising, year group budgets or other grants. Costings should <u>exclude</u> VAT.	Visit leader	
6	PPA	Confirm the visit with all relevant parties and enter it into the school calendar. Ensure you know how payment will be made (invoice is preferable).	Visit leader	
		Request copies of any relevant risk assessments from venue or arrange a previsit if necessary.		
7	4 weeks before	Send letter out at least ONE MONTH before the visit to enable suitable time to organise finances. This is done via the admin team – please email your letter to them to be sent out using Parent Mail.	Visit leader via office	
8	4 weeks before	Complete online risk assessments using EEC live.	Visit leader & EVC	
9	4 weeks before	Collect monies and collate online permissions. Once this is complete send envelope down to office for archive and audit checks.	Class teachers with admin team	
10	1 week before	Rearrange playground duty if necessary.	Class teachers	
11	1 week before	Confirm timings with coach company ONE WEEK before departure.	Visit leader	
12	1 week before	Go through risk assessment, routines and expectations with children.	Visit leader	
13	1 week before	Sort groups and brief staff.	Visit leader	
14	1 week before	Confirm timings with office and leave copy of final names of children and staff who will be off site. Ensure emergency contact details are correct.	Visit leader	
15	1 week before	Send final reminder to parents confirming details such as packed lunches and timings.	Visit leader via office	

16	The day before	Gather all required equipment including First Aid kits, sick buckets & medication.	Visit leader	
17	On the day	Inform the office you are leaving and confirm return time. Contact the school to inform them you are leaving and confirm your ETA back at school.	Visit leader	
18	Immediately after the trip	Ensure any issues or emergencies are logged using CPOMS (safeguarding software) or EEC live.	Visit leader and relevant staff involved	



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This form is used to demonstrate that the Governing Body has delegated the responsibility for approving Category 'A' external visits/activities to the Head Teacher, as recorded in the school's Standing Orders. This applies to their equivalents in other organisations.

Name of School/Establishment:

Name of Chair of Governors:

Name of Head Teacher:

These Delegation Details are written into the Schools External Visits Policy and this decision will be reviewed annually.

Signature of Chair of Governors:

Date:

Signature of Head Teacher:

Date:

The completed and signed copy is kept in school and can be viewed upon request.