



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

"Inspired to make a difference in God's world with excellence and love"

OFF-SITE VISIT PROCEDURE

DOCUMENT INFORMATION			
Reviewed by:	Resources Committee		
Last Review:	Summer 2023	Next Review:	Summer 2025
Review Cycle:	2 yearly		

At St Alban's CE Aided Primary School, for any off-site activities, staff will follow the guidance and recommendations in the document entitled 'HCC Outdoor Education Service Supplementary Advice and Guidance' April 2019, and all other related guidance contained in the County Council's 'Evolve' site. Residential visits and trips that include an 'adventurous' element (including those that take place near water) are submitted to the Local Authority via 'Evolve' for approval. All other visits are also logged on 'Evolve' but are delegated to the school for approval.

Before the visit

- The Headteacher will inform Governors of the main planned off-site activities for the year in the autumn term.
- Parental permission must be received in writing before a child is taken off site; however, walks and visits around the local environment do not require parental permission. Parents are informed of local visits prior to them taking place.
- Administrative staff assist teachers in the organisation and arrangements for school trips.
- A teacher is the Educational Visits Co-ordinator for the school and can advise staff on the regulations necessary to plan an off-site activity having completed appropriate training with Hampshire County Council.
- A 'Risk Assessment and Risk Management Record' must be completed before any off-site activity takes place. Blank forms and copies of previous risk assessments are kept in the master file in the staffroom and on the school network ('staff share'). All off-site activities must be approved by the Headteacher. The Educational Visits Co-ordinator (or in their absence, the Headteacher) will oversee the risk assessments. A record of completed forms is kept in the School Office.
- Individual needs (e.g. behaviour, medical): when completing a risk assessment staff will plan to make reasonable adaptations to ensure that all children can access the visit. Examples of when it may be deemed inappropriate for a child to attend would include an inability to follow simple adult instructions.

During the visit

- The visit leader must take a copy of the parental permission forms, with the parents' contact numbers, with them on the trip. Any special medical considerations must be specified on this form. A second copy must be held in the school office. Next of kin contact details for all adults on the trip should also be held in the school office. A record of the coach registration plate will be kept in the school office.
- First aid kits, inhalers and specific medication are taken on the trip by the visit leader.
- In the event of an emergency while a group is off-site, the group leader and the school will follow the Local Authority's 'Off-site emergency procedures' guidance document.
- Alcohol consumption by staff/volunteers accompanying children on residential visits is not permitted.
- For trips where a minibus is required, the driver must have in date MiDAS training and be aware of current and relevant guidance.