

Cape Primary School Off-Site and Out of Hours Activities Policy



Approved by: Full Governors

Date: July 2026

Last reviewed on: July 2020

Next review due by: July 2028

Date	By Whom	Comment
July 26	V.Patel	Section 5 updated to state deadlines for completion of Evolve forms and what additional documents must be added. Risk assessment section 6 and Appendix 5 Changed in line with Evolve changes, now includes where the nearest hospital is and a table for staffing. Section 11 added in regards to Post Trip Evaluations. Section 13 staff medical needs has been updated on procedure. Section 14 updated to be in line with the behaviour policy and the use of mobile phones.

1. Introduction

As a school we adhere to the Sandwell policy for offsite and out of hours visits (appendix 1)

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that the off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities should serve an educational purpose, enhancing our children's learning experiences or be used as a motivational tool.

Out of Hours activities are those which take place on site, but outside of normal school hours (8:45am – 3:30pm)

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risk are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

2. Aims and Objectives

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than cannot be provided on the school site alone;
- Promote independence for our children as learners, and enable them to grow and develop in new learning environments.

3. Curriculum Links

For each subject in the curriculum there is a corresponding programme of potential activities.

Before booking, please ensure that all trips have been discussed with SLT and a clear purpose linked to a curriculum area has been outlined. (See updated document)

- English – theatre visits, visits by authors, poets and theatre groups
- Mathematics – problem solving workshops, maths competitions
- Science – nature reserves, science workshops – mad scientists, think-tank
- History – castle visits, local museums, toy museums, back to back houses
- Geography – local walks, village trails, visiting contrasting localities
- Art and Design – art gallery visits, public museum
- PE – sports fixtures, extra-curricular clubs, visits from specialist coaches
- Music – specialist music teacher, trips to Symphony Hall shows
- Design and Technology – visits to design centres, visits from architects
- RE – visits to local centres of worship, visits from local clergy
- PSHE and Citizenship – visits from/to fire station/police station and health workers.

4. Residential Activities

In KS2 children have the opportunity to take part in a residential to a Sandwell LA Outdoor Education Centre. The aim of this is build independence and social skills ready for their move to secondary school. A charge may be applicable, but many times is subsidised by the school.

The residential work will enable children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with agreement from the LA.

5. How Visits will be Authorised

Evolve forms must be completed 6 weeks in advance prior the trip taking place and submitted on the Evolve website. All accompanying documents must be attached (Additional Documents list)

Visit Leaders take the main responsibility for the activity. The head teacher and EVC will ensure the visit leader has all the support and guidance needed.

The EVC will be involved in the planning and management of the off-site visits:

- Ensuring risk assessment are completed
- Approval of visits through EVOLVE
- Organise related staff training
- Make sure all necessary permissions and medical forms are obtained
- Keep records of visits (on EVOLVE)

Where staff are proposing to arrange an off-site activity, they must seek to and obtain the approval of the Headteacher before making a commitment on the schools behalf. A comprehensive visit should be planned to provide detail for risk assessment.

Where the activity involves a period of 24hrs or more, an overnight stay, or an adventurous activity the Headteacher will seek approval from the governing body.

It is our policy that ALL children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

6. Risk Assessment

A comprehensive risk assessment must be carried out by the group leader before the proposed visit. A sample risk assessment can be found on the schools T-drive in the EVOLVE folder. However this will, of course need to be amended for each individual trip. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards? (including staff and children 's medical needs)
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?

- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Which is the closest hospital with an A&E
- Who are the emergency contacts?
- Staffing
- Safeguarding information that is relevant/ needed (on Evolve form only)

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of the year proposed for the trip, and the party leader should take careful account of the facilities available, with regard for the proposed size of the group. The group leader should also assess the sites suitability with regard to the age and needs of the children. Consider the venues own approach to health and safety and security. Venues providing instructor lead activities will have their own risk assessments for particular sessions and these assessments may be considered, however not replaced by our own risk assessment. The LA will not give approval for visits unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed. The risk assessment must state both the extent of the risks and the measures that will be taken to reduce or eliminate them.

An activity should normally have sufficient adults taking part to provide the following minimum ratios;

- Nursery – 1 adult to 3 pupils
- Reception – 1 adult to 5 pupils
- Year 1 – 2 – 1 adult to 6 pupils
- Year 3- 1 adult to 8 adults
- Year 4 – 5 – 1 adult to 10 pupils
- Year 6- 1 adult to 15 pupils

However- visit leaders/staff are required to use their professional judgement with regards to ratios, if behaviour/needs warrant it, ratios should be made smaller.

Any trip will require a minimum of 2 adults. Where possible both the leader and deputy leader need to be visit leader trained, and at least 1 person first aid trained. However, these are minimum requirements and group leaders should consider each visit and the needs of the children they are supervising. If children require 1:1 support, they should be taken out of the ratio for the age group.

A risk assessment must also cover the transport to and from the venue. Where transport companies are used the group leader must check that;

- The provision and required use of seatbelts
- Proper vetting of the driver by the company
- Proper insurance for the driver
- Detail of first aid and emergency equipment
- Breakdown procedures
- Good standard of upkeep of the vehicle is apparent.

The group leader must double check that all staff have an up-to-date DBS (see accompanying staff for exemptions)

A copy of the completed risk assessment must be attached to the EVOLVE form with necessary group risks (medical/behavioural) indicated clearly.

Where schools' own mini buses are used for transport, the group leader is responsible for checking that the driver has insurance/qualifications that covers these types of journeys.

7. Communication with Parents

The parents/carers of children taking part in an off-site activity should be provided with all the appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved (One-off consent form or the Specific activity Consent – on EVOLVE).

One off consent: this will be obtained at the beginning of the year for children in Y1-6. The school office will keep a copy of each child's consent. Class teachers are to keep the original copy to take on to the visit. Before each visit, parents need to be informed of the visit and an up to date contact number should be sought.

Specific Consent: this needs to be obtained for **all** children in EYFS for **every** trip. This form also needs to be completed for swimming activities, adventurous activities or residential visits. This is regardless of a one-off consent being signed.

No child will be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

8. Further Considerations

All adults accompanying a trip must be made aware by the visit leader, of the emergency procedures which will apply. Each adult should be provided with emergency telephone contacts. This will normally be the school number but where extended hours apply, a mobile number should be provided.

Before a party leaves school, the school office should be provided with a list of all adults and children travelling with the party, including consent forms, risk assessment and the EVOLVE forms. If a year group is being split over 2 or more modes of transport, a list of children and adults on each coach should be left with the school office.

Prior to the activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher and possibly exclude the child from the activity. This will be in extreme circumstances and after careful consideration and discussions with SLT.

9. Visit Leaders

Each visit leader must have had the appropriate LA training, and where possible, the deputy leader appointed.

Group leaders will use this policy and the LA documentation detailing procedures and requirements. Group leader should always complete the evaluation for the visits they have been on.

If there is an accident/incident all the forms from the activity must be given to the office manager for storage, as well as filling out the school accident report forms.

10. Visit Planning – Needed for EVOLVE

- Destination information
- Risk assessment
- Preliminary visit OR previous experience of visit
- General group information – names, ages, contact details, medical records
- Completed one off/specific consent
- Parents letter
- Travel itinerary
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions/evacuation procedures
- Arrangement for supervision
- Insurance details
- Emergency contacts and procedures
- Guidance for accompanying staff
- Group leader/Deputy leader
- Travel company information
- Coach booking form (obtained from the office)
- Coach allocation form (who's on which coach) please upload to evolve and amend if needed on paper copy. Please attach under 'other documents'

11. Post Trip Evaluation

Visit leaders must complete the online evaluation for the trip. They must also complete the paper copy and hand to an EVC within a week of the trip,

12. Guidance for Accompanying Staff

Some trips require extra adults and so on occasion we ask for volunteers which can be parental or staff family members. These adults need to be included in the risk assessment, making it clear how they are known to school and what role they will have on the trip. If they are not DBS cleared, they must not be left alone with any children.

13. Staff Medical Needs

Staff accompanying a trip should make the visit leader aware of any relevant medical issues. If the staff member is not comfortable sharing this information they should complete the medical form and place it in a sealed envelop and hand it to the visit leader. This will be kept in case of medical emergency and handed back to the purpose at the end of the trip to be shredded.

14. Mobile Phones

The schools mobile phone policy will still apply on offsite visits. Each Key stage has a specific mobile phone, and children are required to wear a wrist band with this number on in case of an emergency. Personal mobile phones should be away from children and not used unless there is an emergency. If the group is being split into smaller groups, leaders should ensure they are able to contact/be contacted by all adults in the group, in which case personal mobile phone numbers will need to be obtained. Children are not allowed to bring mobile

phones into school and/ or on school trips. Children and parents will be reminded of this prior to the trip taking place.

Appendices:

<u>Appendix</u>	<u>Name of document</u>	<u>Where can it be found</u>
1	Sandwell out of hours and offsite policy (2020)	Tdrive/E/EVOLVE/1.updated docs
2	Document Retention Policy	Tdrive/E/EVOLVE/1.updated docs
3	One off consent form	School Office/evolve
4	Specific Consent from	School office/evolve
5	Model risk assessment	Tdrive/E/EVOLVE/1.updated docs
6	Example letter to parents	Tdrive/E/EVOLVE/1.updated docs
7	Sandwell checklist for risk assessment	Tdrive/E/EVOLVE/1.updated docs
8	Trip non-negotiables	Tdrive/E/EVOLVE/1.updated docs
9	Additional Documents List to be included in the evolve form	Tdrive/E/EVOLVE/1.updated docs
10	Staff Medical Form	Tdrive/E/EVOLVE/1.updated docs
11	Post Trip Evaluation	Tdrive/E/EVOLVE/1.updated docs