

Off-Site Visits & Risk Assessment Policy



Name of Owner: Liz Drye

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Requires approval Yes
by Governing Body:

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Southgate School: Offsite Visits & Risk Assessment Policy

This policy is shared and signed by all the staff at Southgate School and shared on the school's website for all parents and carers to view. If you have any questions in relation to this policy, please email office@southgateschool.co.uk

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Aim

Our aim is to deliver the Southgate curriculum and enhance the Southgate provision with quality experiential learning. We use off-site provision to:

- support holistic pupil development, such as for developing social skills, contextual safeguarding (safety in the community) and curriculum subject-knowledge
- provide opportunities to engage in life-skills learning in the community, such as by visiting places of interest, sporting and leisure venues, places of work and post 16 provisions.

Off-site Provision

Southgate offers 4 areas of offsite-provision:

Provision	Summary	Offsite venues / activities
Core Life-Skills Offsite Provision	<p>Forms part of the Southgate Core Provision.</p> <p>Comprises a variety of visits within the locality.</p> <p>Takes place routinely within the weekly offer, as per pupil needs.</p>	<p>All take place at venues within Kirklees</p> <p>Local parks</p> <p>Shops & supermarkets</p> <p>Local walks</p> <p>Travel training / public transport</p> <p>Local cafes</p> <p>Almondbury town centre & other local town centres, including Huddersfield</p> <p>Local amenities – library, town hall, etc</p> <p>Statutory swimming</p>
Core Curriculum Offsite Provision	<p>Forms part of the Core Curriculum Provision.</p> <p>Comprises one-off trips linked to topics within current curriculum learning.</p> <p>Includes cultural / seasonal one-off visits, eg Christmas class trips.</p> <p>One per term maximum.</p>	<p>Examples include:</p> <p>Museums / galleries</p> <p>Theatres / cinemas</p> <p>Pupil performances at external venues</p> <p>Airports</p> <p>Workplace venues eg Syngenta</p> <p>Physical activity venues - bowling, laser quest, trampoline parks, etc (often linked to end of year / seasonal outing)</p>
Outdoors Curriculum Offsite Provision	<p>Comprises residential for Duke of Edinburgh Awards, Buddy Camps, Calvert Trust, etc.</p> <p>Follows a rolling programme.</p>	<p>Examples include:</p> <p>Snowdon</p> <p>Lake District</p> <p>Woolley Edge</p>

Personalised Curriculum Offsite Provision	<p>Forms part of the Personalised Curriculum offer & comprises:</p> <ul style="list-style-type: none"> • Pupils with offsite offer from home. • School-based pupils with provision that is partly or largely offsite (personalised, pupil interest-led activities) • Pupils transitioning into Southgate 	<p>All at venues within Kirklees, with the exceptions of:</p> <ul style="list-style-type: none"> • Swimming • Transitions for pupils joining Southgate from outside Kirklees, who are likely to need activities close to or at their home <p>Examples include:</p> <p>Museums Farms / places with animals Hiking routes Physical activity venues - bowling, laser quest, trampoline parks, play barns, etc Swimming (non-statutory) Pupil driven interest-led activities</p>
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Inclusion

Reasonable adjustments are made to ensure that all pupils access a provision appropriate for them, and this includes any adaptations linked to offsite visits. For pupils not yet ready to access off-site provision, alternative activities are offered within the school premises. For pupils not yet ready to access residential provision, alternative activities are offered, such as Day-Buddy Camps. We are committed to ensuring all pupils access an offer beyond the classroom, and we create opportunities that match pupil needs so that everyone can engage.

Consent & contributions

Parental consent is as follows:

Provision	Consent timescales
Core Life-skills Offsite Provision	Annually in September - see Appendix 1
Core Curriculum Offsite Provision (one-off trips linked to topics)	Trip-specific, ideally at least 2 weeks ahead of each visit
Outdoors Curriculum Offsite Provision	Trip-specific, ideally at least 6 weeks ahead of each visit
Personalised Curriculum Offsite Provision	Annually in September within the Core Life-skills Offsite Provision consent form - see Appendix 1

If parents / carers do not consent for offsite visits, alternative provision in school is provided, alongside ongoing efforts to build relationships with families so that they can develop their understanding of the importance of this offer.

Parents / carers are invited to provide voluntary contributions towards the costs of a maximum of 3 Core Curriculum (one-off 'topic') trips and up to 2 Outdoors Provision

visits per year. Where parental contributions do not cover the cost of the visit, we use the school budget.

Core Life-skills Offsite Provision and Personalised Curriculum Offsite Provision costs are met within curriculum budgets.

Risk management

All offsite visits are carefully risk assessed. The Trip Leader is responsible for completing the risk assessment, obtaining approval of the risk assessment from SLT, sharing the risk assessment with the staff attending the visit and keeping a record of staff signatures to confirm they have read and understood the risk assessment.

Educational visits off-site which are out of authority or involve higher levels of risk, e.g. water or adventurous activities, are submitted via the EVOLVE system. Local authority clearance for these activities is a requirement. An exception to this are lifeguarded swimming pools within the UK: these do not require formal local authority approval.

To be submitted on Evolve	Do not need to be submitted on Evolve
Visits outside Kirklees	Non-adventurous visits within Kirklees
Visits involving any 'adventurous activity', including proximity to water, trampoline parks, Bikeability	Visits where there is water at the venue, but where we have risk assessed how we will not have any proximity to it
All residential	Swimming – if there is a lifeguard

Staff are supported to write effective risk assessments via school CPD. New teachers are supported via the Extended Induction Programme. ECTs are supported via mentoring within the ECT Induction Programme throughout their ECT years. Templates are in place: staff are not expected to create risk assessments from scratch.

Some pupils will need additional, personalised risk assessments. These manage risks and control measures for specific medical, physical, communication or emotional needs. Personalised risk assessments are signed by all staff in addition to the main trip risk assessment. They are written alongside all relevant additional information, such as Positive Management Plans (PMPs), Individual Health Care Plans (HCPs), Intimate Care Plans (ICPs), individual pupil in-school Risk Assessments.

Risk Assessments for trips are written in conjunction with associated whole-school risk assessments, such as environmental risk assessments (Hot Weather Risk Assessment, etc.) and risk assessments for particular activities (Forest School, cycling, etc.)

Some staff members also have personal risk assessments. These are noted within the main trip risk assessment. The staff member controls how much information is shared within the main trip risk assessment: good practice is to share their personal risk assessment with all staff on the visit. However, if this is not appropriate, the staff member liaises with SLT to decide whether:

- The staff member can attend without informing other staff.
- The staff member can attend with agreed adjustments.
- The staff member can attend but they must take responsibility for managing their own risks.
- The staff member cannot attend.

Staff must not bring or take any recreational drugs or alcohol on any school trip.

Personalised Curriculum

The bespoke nature of this provision means that the usual timescales would prohibit pupils accessing an effective provision. To accommodate this, new trips must be planned at least 2 weeks prior to the trip. Staffing is allocated at the time of planning, but we recognise that staffing on the day may need to change. However, all staff must have read & signed the risk assessment **prior to the day if possible**, so they have had time to process it.

Any personalised provision that incurs a cost is time limited. Places like bowling, trampoline parks, etc. are not a usually part of a pupil's weekly provision. The budget for provision activities that incur a cost are managed by the Personalised Curriculum Lead and are managed within the Personalised Curriculum budget.

Staffing

Offsite visits must only take place with appropriate staff: pupil ratios. Teachers must ensure that all staff leading or supporting offsite visits have the skills, training & competence to do this. It is acceptable for a single member of staff to be present for an offsite visit. In this instance, the staff member must be familiar to the pupils, with the exception of meeting new pupils during transition visits. They must also have read the Lone Working Risk Assessment. Single members of staff leading offsite visits are particularly prevalent in the Woodland Pathway, where smaller groups of pupils routinely pursue learning offsite.

Volunteers can be a valuable asset on visits. A volunteer is never given responsibility: they may support a member of staff but never replace a member of staff. Volunteers must not have access to pupil information.

Parental supervision

It is becoming increasingly common for parents / carers to remotely supervise their child using 'air-tags' or similar. School follows Kirklees advice for these: **'such devices are not be allowed under any circumstances and must not be hidden in pockets/bags etc. If any tracking devices are found on pupils they will not be allowed on the trip and will be returned to school'**.

Families do not usually join offsite activities, but exceptions to this can be agreed with SLT to meet specific needs.

Medical

School adheres to government regulations regarding the need for first aiders on offsite visits, which state that “the regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment” (Guidance First aid in schools, early years and further education). If possible and practical, a first aider will accompany an offsite visit. If a first aider is not available, staff manage this by:

- Having completed First Aid Awareness training
- Taking a first aid kit
- Being aware of nearby localities for first aid support, eg supermarkets, libraries
- Making contingency plans eg to return to school
- Taking a mobile phone
- Ensuring familiarity with pupil Health Care Plans & ensure the ability to be able to follow them
- Applying the school First Aid Policy & Medical Policy in the same manner offsite as in school
- Storing medicines safely offsite.

All of the above also apply when a first aider is attending an offsite visit.

Some HCPs may need adapting for specific offsite visits. Parents / carers are given at least 2 weeks' notice prior to any new offsite visit, asking them whether medical information needs updating for this visit.

Pre-visits ('reccies')

It is good practice to visit venues prior to a trip taking place.

At Southgate, we undertake pre-visits for:

- A new venue / provider / activity (unless it specifically caters for school visits & has its own risk assessments in place)
- An existing venue that hasn't been used for a long time
- Specific risks / hazards that need to be assessed, eg for a pupil with specific needs.

A pre-visit is not necessary for:

- A venue already used routinely by school
- A venue that caters for school visits & has its own risk assessments in place.

Teachers may use PPA time for these visits.

Timescales for planning

A list to support planning is included as Appendix 2.

Provision	Timescale
All	For all trips that need Evolve approval, documentation must be uploaded at least 6 weeks in advance
Core Curriculum Offsite Provision (one-off trips linked to topics)	Ideally at least 6 weeks in advance, but better to plan in July, for the following academic year
Core Life-skills Offsite Provision	Ideally at least 2 weeks in advance, to last for the rest of the year
Personalised Curriculum Offsite Provision	Ideally at least 2 weeks in advance, to last for the rest of the year
Outdoors Curriculum Offsite Provision	July, for the following academic year

Transport

Staff plan for minimising journey distances as a means to reduce risk.

Order for choosing transport:

1	Walk (if 'possible', not 'if preferable').
2	Use public transport (if cheaper than a taxi).
3	Use school transport.
4	Use staff vehicles (only if staff are happy to do so, they have business insurance, they have completed the driver checklist on smartlog, including section about their car).
5	Use a taxi (only with pre-approval by SLT or the Personalised Curriculum Leader).
6	If none of the above: plan a different destination, unless there are exceptional circumstances which have been pre-approved by SLT.

Appendices

Appendix 1 – Parental Consent Form

Parental Consent

Important: Any previous response to each consent type has been highlighted below. Where no response has been highlighted, or you wish to change a permission, please circle the appropriate response under 'Permission' and add notes where required. Please contact the school if you wish to change a permission at any time.

Consent Type	Permission			Notes
	Denied	Granted	Withdrawn	
Off-site school trips/activities - participation	Denied	Granted	Withdrawn	
Off-site school trips/activities - receive first aid or urgent medical treatment	Denied	Granted	Withdrawn	
Off-site school trips/activities - visit places of worship	Denied	Granted	Withdrawn	
Permission to apply sunscreen	Denied	Granted	Withdrawn	
Photographs/Videos - for use by newspapers (including full names)	Denied	Granted	Withdrawn	
Photographs/Videos - for use by outside agencies	Denied	Granted	Withdrawn	
Photographs/Videos - for use in school publications	Denied	Granted	Withdrawn	
Photographs/Videos - for use on Facebook/Twitter	Denied	Granted	Withdrawn	
Photographs/Videos - for use on school website	Denied	Granted	Withdrawn	
Photographs/Videos - for use within school premises	Denied	Granted	Withdrawn	

Additional information

Devices such as airtags are not allowed under any circumstances and must not be hidden in pockets/bags etc. If any tracking devices are found on pupils, they will not be allowed on the trip and will be returned to school.

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Appendix 2 - Planning offsite visits

A - Planning process for Core Life-Skills Provision offsite visits

B - Planning process for one-off visits

C - Planning process for Personalised Curriculum offsite visits

NB If staff go on a trip without the relevant documents – they need to return to school to collect them.

If staff don't do the risk assessments within the allocated timescales, the trip will not take place.

A - Planning process for Core Life-Skills Provision offsite visits

1. Identify an appropriate offsite-visit.
2. Negotiate & book vehicles, as needed.

Negotiate bus before booking the trip.
Put the date & name of person booking on the calendar booking; don't click the whole day booking (it makes it hard to see it's been booked).
Buses: green woodland; black forest; red orchard.
3. Do a pre-visit if needed (as outlined within this Policy).
4. Complete 2 risk assessments:
 - Complete the Trip Risk Assessment Blank found in Staff shared / Health and Safety / Risk Assessments / Risk Assessment Templates. This document is specific to the people attending the visit.
 - Complete the activity-specific risk assessment found in Staff shared / Health and Safety / Risk Assessments / Risk Assessment Templates. This document is specific to the venue.

These risk assessments are then in place for the academic year, with updating as needed.
5. Liaise with parents / carers of pupils with HCPs as to whether any medical information needs updating for this specific offsite visit.
6. Ensure appropriate first aid planning is in place.
7. Assess whether any additional medical / SEND provision is needed at this offsite setting or for this specific activity.
8. Arrange staffing.

If using staff from other classes – get agreement now from the TEACHER.
9. Inform the kitchen of any changes to the normal school meals e.g. to cancel school meals/ ordering packed lunches.
10. Go through the risk assessment with all staff attending. Check carefully & edit as needed. **Iron out all issues at this stage.**
11. Send the completed risk assessment to SLT for signing off. **There should not be any issues at this point.** The risk assessment can then be used for the remainder of the academic year, unless it is amended. (It does not count as an amendment if different staff join subsequent visits.)
12. Print the signed-off risk assessments. Carefully read with all staff attending. Then all staff sign the risk assessment to say they have read and understood it. Save an electronic copy and a scanned version of the signed copy in Staff

shared/Health and Safety/Risk Assessments/Current Year and a paper copy in the Purple File. The Business Support Team can support with this.

13. Amendments / updates to any risk assessments need to be resigned by the team and by SLT. (Different staff joining subsequent visits do not count as an amendment.)
14. Take a copy of the risk assessment and all associated documents on the trip. These include HCPs, PMPs, other medical information. The Trip Lead is responsible for keeping these documents safe during the trip & storing / disposing them after the trip.
15. Hand the Southgate School Visits and Outings Form, accounting for everyone in the class, listing all staff and pupils going off-site and any pupils remaining in school. This is to manage register in case of fire.

B - Planning process for one-off visits

1. Identify an appropriate offsite-visit.
2. Put in Trip Request Form & send to dedicated email:
schooltrips@southgateschool.co.uk
3. Negotiate & book vehicles, as needed.

Negotiate bus before booking the trip.

One-off trips trump routine ones within Forest & Orchard.

One-off trips do not trump bookings for pupils on a personalised offer.

Put the date & name of person booking on the calendar booking; don't click the whole day booking (it makes it hard to see it's been booked).

Buses: green woodland; black forest; red orchard.
4. Book venue, after ensuring transport has been agreed.
5. Do a pre-visit if needed (as outlined within this Policy).
6. Complete a risk assessment.

Complete the Trip Risk Assessment Blank found in Staff shared / Health and Safety / Risk Assessments / Risk Assessment Templates. This document is specific to the people attending the visit.

Add a minimum s:p ratio. It is likely to not know names of staff at this point – but have a minimum ratio, based on the pupils going / medical needs identified. Finalise this closer to the time.
7. Liaise with parents / carers of pupils with HCPs as to whether any medical information needs updating for this specific offsite visit.

8. Ensure appropriate first aid planning is in place.
9. Assess whether any additional medical / SEND provision is needed at this offsite setting or for this specific activity.
10. Arrange staffing.

If using staff from other classes – get agreement now from the **TEACHER**.
11. Inform the kitchen of any changes to the normal school meals e.g. to cancel school meals/ ordering packed lunches.
12. Inform parents and carers of the visit.

Advise parents or carers of appropriate clothing, etc, to be taken/worn and of any money that may be taken to spend on the visit.

Where appropriate, requests for voluntary contributions to be sent to parents and carers.

Where appropriate, send out Contact / Emergency / Medical forms for parents and carers to complete.

Where appropriate, discuss with parents or carers any planned, or the possibility of an unplanned, return to school after 3pm, and agree how the pupil will get home safely.
13. Closer to the date, but within deadlines for risk assessments:
 - Finalise staffing
 - Go through the risk assessment with all staff attending. Check carefully & edit as needed. **Iron out all issues at this stage.**
14. Send the completed risk assessment to SLT for signing off. **There should not be any issues at this point.**
15. Print the signed-off risk assessments. Carefully read with all staff attending. Then all staff sign the risk assessment to say they have read and understood it. Save an electronic copy and a scanned version of the signed copy in Staff shared/Health and Safety/Risk Assessments/Current Year and a paper copy in the Purple File. The Business Support Team can support with this.
16. Take a copy of the risk assessment and all associated documents on the trip. These include HCPs, PMPs, other medical information. The Trip Lead is responsible for keeping these documents safe during the trip & storing / disposing them after the trip.
17. Hand the Southgate School Visits and Outings Form, accounting for everyone in the class, listing all staff and pupils going off-site and any pupils remaining in school. This is to manage register in case of fire.

C - Planning process for Personalised Curriculum offsite visits

1. Identify personalised offsite provision.
2. Negotiate bus before booking the trip.

One-off trips trump routine ones within Forest & Orchard.

One-off trips do not trump bookings for pupils on a personalised offer.

Put the date & name of person booking on the calendar booking; don't click the whole day booking (it makes it hard to see it's been booked).

Buses: green woodland; black forest; red orchard.

3. Book venue, after ensuring transport has been agreed.
4. Do a pre-visit if needed (as outlined within this Policy).
5. Complete a risk assessment **for the year**. Complete the Trip Risk Assessment Blank found in Staff shared / Health and Safety / Risk Assessments / Risk Assessment Templates.
6. Send the completed risk assessment to SLT for signing off. The risk assessment can then be used for the remainder of the academic year, unless it is amended. (It does not count as an amendment if different staff join subsequent visits.)
7. Arrange staffing.
If using staff from other classes – get agreement from the TEACHER.
8. Liaise with parents / carers of pupils with HCPs as to whether any medical information needs updating for this specific offsite visit.
9. Ensure appropriate first aid planning is in place.
10. Assess whether any additional medical / SEND provision is needed at this offsite setting or for this specific activity.
11. Print the signed-off risk assessment. Carefully read with all staff likely to attend. Through the year, new staff are signposted to read it. All staff sign the risk assessment to say they have read and understood it. Save it at the start of the year in Staff shared/Health and Safety/Risk Assessments/Current Year. Save paper copies to be used through the year in the Green File.
12. Take a copy of the risk assessment and associated documents on the visit. These include HCPs, PMPs, other medical information. The Trip Lead is responsible for keeping these documents safe during the trip & storing / disposing them after the trip.
13. Hand the Southgate School Visits and Outings Form, accounting for everyone in the class, listing all staff and pupils going off-site and any pupils remaining in school. This is to manage register in case of fire.