



Brookside School

Off-Site Visits Policy

Our aims are:

- To enable the children to make informed choices and **Stay Safe**.
- To develop the children's understanding of how to stay **Healthy**.
- To develop the skills, abilities and confidence to enjoy life and **Achieve**.
- To empower the children to make a **Positive Contribution** to the community.
- To develop and care for the whole child ensuring they have the skills and knowledge to develop their **Economic Well Being**.

Our policy for Off-Site Visits supports this by:

- Nominating the Head Teacher as the person with overall responsibility and a member of the Senior Leadership Team (SLT) as the person with day to day responsibility
- Keeping a list of every child who is present on an off-site visit (one copy will be placed in the school office, one copy will be placed with each teacher on the trip)
- Undertaking a risk assessment and then authorisation from the school's SLT for each trip
- Completing a visual checklist sheet for each trip (see appendix)
- Consulting with LA educational visits generic risk assessments
- Keeping notes of the risks for future trips to the same place
- Reporting any incident or accident, in writing, on return to school
- Identifying an overall teacher to be **teacher in charge** of every trip
- Carrying basic first aid kit and medication for specific children, eg inhalers
- Being aware of and noting any specific medical conditions e.g. food allergies, epilepsy
- Requiring every child to have a **general** parental consent form signed for all local trips on foot
- Requiring every child to have a **specific** parental consent form signed for all trips by transport

- The use of seat belts on coaches
- Following data protection procedures for any photographs, videos or other images
- A ratio of 1 adult to a minimum of 6 pupils: or less (if recommended by the site we are visiting)
- The wearing of high visibility vests by teachers leading off-site visits
- The wearing of identifying wrist bands by all children
- The wearing of Brookside's school uniform to help identify the children (exceptions to this include sport based activities and exceptionally hot weather in summer)

To ensure fulfilment of this policy, the school will:

- Communicate full details about trips to parents (date, times, destination, purpose, requested financial contribution, appropriate clothing, leader's name, lunch arrangements, pocket money)
- Routinely conduct regular head counts whilst out, especially when embarking/ disembarking from coaches and after lunch/ toilet breaks
- Ensure that each sub-group is led by a member of the school's teaching or support staff (and not a parent volunteer)
- Inform every accompanying adult on a trip about their responsibilities and on-going awareness of risks, including:
 - Who is the first aider
 - Who is in overall charge of the trip
 - Who to report to with any problems
- Ensure that at least one member of staff carries a mobile phone
- Reinforce with children basic health and safety routines when out of school, such as basic road safety and listening attentively to group leaders at all times
- Keep away from busy main roads as far as is possible when on a trip, use only the safest crossing places
- Only permit school staff (and not parent volunteers) to manage changing children and toilet visits
- Only parents who have been CRB cleared will be permitted to transport groups of children to off-site locations

Pupil involvement in risk assessment plays an important role in safety education. It should be an integral part of visit planning and also be on-going during visits.

Gary Kenny (Head Teacher)

June 2009