



Up-Grade Training and Therapy Ltd

Off Site visits policy

Adopted 13/04/2023

Review date 13/04/2025

Introduction

Off site visits are activities arranged by or on behalf of Up-Grade Training and Therapy, which take place outside the school grounds. The Senior staff believe that educational visits supplement and enrich the curriculum of the school by providing the children with experiences and opportunities which would otherwise be inaccessible.

All educational visits must serve an educational or therapeutic purpose to enhance and enrich our children's learning experiences. Up-Grade Training and Therapy Ltd seeks to establish a clear and coherent structure for the planning and evaluation of our educational visits, and to ensure that any risks are managed and kept to a minimum for the safety and health of children, staff and volunteer helpers at all times.

Within these limits we aim to make our off site visits available to all children, and wherever possible to make them accessible to those with disabilities. The off site visits always take place within the school day.

Aims The aims of our off site visits are to:

- enhance curricular and recreational opportunities for our children;
- provide a wider range of experiences for our children than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

How visits and activities may be authorised

The headteacher will appoint a group leader to be responsible for running the activity or visit who will usually be a teacher employed at the school.

The headteacher will;

- ensuring that risk assessments are completed
- assigning competent staff to lead and help with activities and visits;
- organising related staff training;
- verifying that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from coach companies assures us their drivers too have

had police checks;

- making sure that all necessary permissions and medical forms are obtained;

Where staff are proposing to arrange an educational visit, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. 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?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an educational visit 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 year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. HCCs Outdoor Education, PE and Sport Service will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

Communication with parents

The parents and carers of children taking part in an educational visit should be provided with all appropriate information about the intended visit. Parents and carers must give their permission in writing before a child can be involved in any educational visit.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule, including a map of the visit location;
- accommodation plan (if applicable);
- full plan of activities;

- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;