

Emmanuel Christian School, Leicester

Policy and Code of Practice for Off-site Visits

The safety and well being of the children in our care is of paramount importance whether on or off-site.

Visits off-site can present problems if the preparation is not thorough and the code of practice is not followed.

- Permission to take a child off-site for any reason must be obtained from the parents. A slip giving this **general** permission is required from parents **annually** and must be stapled to the child's record folder. This slip must also state whether a booster seat is needed for the child when travelling in a car.
- For such trips, we will usually inform parents beforehand.
- For organised trips where transport and/or cost is involved a letter must be sent to parents giving full details of the trip including the name of the teacher in charge.
- The staffing ratios as recommended currently by the Government are to be followed:-
 - 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
 - 1 adult for every 10-15 pupils in school years 4 to 6;
 - 1 adult for every 15-20 pupils in school year 7 onwards.Higher ratios may be appropriate in particular cases, such as for higher risk activities, for particular groups of pupils or for all trips abroad. Higher ratios are also recommended for swimming activities.
There will be a minimum of 2 adults for every trip, ideally a male and female.
Pupils in KS4 walking to Winstanley College for lessons will normally be accompanied by 1 adult.
- In preparation for the trip the teacher in charge must carry out a risk assessment and, wherever possible, make a preliminary visit.
The risk assessment will include taking account of:
 - Safe access to the site and/or buildings
 - The security of the environment for the children
 - The signing and position of fire escapes if appropriate
 - Any hazards in terms of roads to cross or steps to climb
 - Any hazards relating to a particular visit eg animals and machinery on a farm visit
- Wherever possible, the teacher in charge will familiarise themselves with the risk assessment from the site being visited.
- If transport is to be used it is necessary to ensure that:
 - The seating capacity is adequate
 - Seat belts are in place and used

- Booster seats as required are available and used
- a car allocation list is completed for each driver
- all drivers have one another's phone number
- all drivers know the route being taken.
- employed staff members have appropriate insurance cover.
- At the time of the visit the teacher in charge should check that:
 - All permission slips have been received. No slip – no trip is the policy.
 - Essential items to be taken are:
 - A list of the children taking part with any medical needs eg allergy to any medication
 - Inhalers or any other medication which it has been agreed can be administered to a particular child.
 - First aid kit
 - Mobile phone (The number of which should be left with someone at school)
 - High visibility jackets as appropriate
 - Other items that common sense would indicate should be taken on a particular trip.

Pat Wells Chair of Governors October 2010
 Reviewed by Governing Body, March 2014
 Reviewed by Headteacher and Chair of Governors, May 2016
 Reviewed by SLT and ratified by Governors, May 2018

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Risk assessment form to be used for off-site visits

- Date of visit.....
- Destination.....
- Time of visit from.....to.....
- Number of children.....age range.....
- Number of adults.....employed.....volunteers
- Preliminary visit made by Date.....
- Letter sent to parents (tick)
- Replies received (tick)
- Transport being used for trip.....

- If private cars, names of drivers.....
- If minibus, name of driver.....
- Access to site and/or buildings is assessed as safe.....
- The site and/or buildings is assessed as providing a secure environment.....
- The signing and position of fire escapes is assessed as appropriate
- Hazards relating to this visit are (please list)

Hazard	Control measures to minimise risk

- Reference has been made to the risk assessment provided by the site being visited.....
- Transport being used provides adequate seating.....
- Seat belts are in place and use will be checked.....
- Booster seats, as needed, will be provided and will be checked.....
- A car allocation list is completed.....
- All car drivers have one another's mobile phone number.....

- The following essential items will be taken on the visit (please include pupils' contact phone numbers in case of a whole school trip or a residential visit)

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- Details of the trip including contact phone number will be left at school with.....

Signed.....Teacher in charge