



Gloucester House

Working together for learning and development

Local Trips and Off-Site Visits Procedures

Reviewed by	Tom Milson
Policy Updated	September 2024
Next review:	September 2025

1. Introduction

This document has been created with consideration to the Outdoor Education Advisers' Panel National Guidance available at <https://oeapng.info>

2. Aims & Principles

Gloucester House recognises that off site visits are an important part of children's learning experience, providing a broad and varied context for learning and adding interest and fun to the curriculum.

The aim of this policy is to ensure that visits are clearly linked to the overall curriculum planning within Gloucester House and are carried out in as safe and as effective way as possible.

The term 'Off-Site Visits' in this procedure refers to any activity that takes place away from Gloucester House for the whole, or part of a day. This includes everything from local trips to residential off-site learning experiences. At Gloucester House we use the following definitions:

Local Trips

These are trips in the immediate vicinity of Gloucester House and are usually familiar locations to the pupils, for example the library, shop or park. These are often regular (sometimes weekly) aspects of the curriculum. Local Trips have the following principles:

- The destination is less than 1 mile from Gloucester House
- The trip is less than 2 hours in duration

As a general principle most local trips are no more than 10-15 minutes from the site.

For Local Trips, we obtain the parents/carers permission and consent as part of the initial admission process. We undertake an initial risk assessment and this is filed in the child's PHP file. Subsequent visits are then covered under the permission/consent received from the parent/carer.

Off-Site Visits

These incorporate any other visits off-site. Often these are 'one-off' visits undertaken by the pupils such as a visit to the Science Museum as part of their topic in class.

For off-site visits parents and carers receive information about the trip, including the educational rationale, and are required to give specific permission for their child to attend.

Off Site visits will be generally linked to the curriculum and reward trips. These should be generally planned and thought about well in advance and be in the calendar so that pupils, staff and families are prepared. Reward trips for magic squares may need to be more flexible but staff will be aware when these are likely to be and can plan accordingly.

3. Responsibilities

The Off-Site Visit Coordinator (OSVC), currently the Deputy Headteacher, will:

- Ensure that staff are trained in Risk Assessment as part of the induction procedure
- Ensure that the group leader has been assigned and has carried out risk assessments prior to a visit taking place and supporting in this process if required
- Ensure that all issues identified through exploratory visits and knowledge of the children have been satisfactorily resolved by the group leader within the risk assessment
- Ensure that the accreditation or verification of any providers of activity sessions has been checked, (i.e. a proforma letter e.g. sports centre)
- Make decisions re: approving a visit
- Keep records of individual visits including reports of accidents and 'near misses' □ Ensure that incidents, accidents and near misses are investigated, with the Trust Health & Safety Manager where appropriate, and information used to plan further visits
- Clinical incidents are reported through Radar
- Regularly review systems and monitor practice as appropriate
- Keep up-to-date with relevant legislation and update policies and procedures to keep pace with this legislation

Subject Leaders will:

- Ensure that relevant visits form part of the long and mid-term planning processes and advising class teachers on appropriate visits for individual subjects and topics being studied

Group Leader (normally the Class Teacher) will:

Off-Site Visits (see definition above)

- Ensure that a Risk Assessment (Appendix 1) is completed and given to the OSVC at least 10 working days prior to the visit.
- Send letters to parents and carers, ensuring permission is given for each pupil to attend the visit
- Ensure the visit is on the School Diary and the admin team have at least 5 working days to complete any required tasks (i.e. booking tickets or obtaining passes).

Local trips (see definition above)

- Where a new risk assessment is needed ensure it is given to the OSVC at least 5 working days before the visit.
- Where a risk assessment already exists ensure that it remains up to date.
- Ensure that the trip is confirmed before Friday morning (ahead of Operational SLT) so all staff are aware of the local trip.

- Send letters to parents and carers, ensuring permission is given for each pupil to attend the visit

For all visits and trips:

- Ensure an 'On the Day' Trip Form is completed (Appendix 1)
- Ensure all items on the 'On the Day' Trip form are taken (i.e. first aid kit, contact information).
- Ensure that all adults accompanying the visit are aware of any potential hazards on the visit and how the risks of these hazards can be reduced
- Ensure that all children are aware of the purpose and expectations of the visit and what they can do to minimise risk to themselves and others
- Ensure that emergency arrangements are in place before setting off on the visit
- Ensure that any parents/carers not employed by the Gloucester House are aware of their role and responsibilities for the entire visit
- Continually monitor the appropriateness and safety of all activities and stop the activity/visit if it becomes unsafe to continue

Other staff accompanying the visit will:

- Ensure they are aware of any potential hazards on the visit and how the risks of these hazards can be reduced
- Ensure they are aware of the purpose of the visit, which children they are responsible for and any specific learning outcomes for individual children □ Be aware of where the children they are responsible for are at all times

Children/Young People should:

- Ensure they listen carefully to the pre visit information and know the purpose and rules for the visit
- Ensure they stay with, or near, the adult they are assigned to and follow directions from that adult or the group leader
- Behave responsibly and courteously when out of the Gloucester House
- Make every effort to maximise the learning opportunities during the visit
- Ask questions if there is anything they are unclear about
- Alert an adult if someone is missing, hurt or in difficulty
- Ensure they are aware why they never go off alone.
- Be accompanied to public toilets/facilities

Parents/Carers should:

- Ensure they are aware of the purpose of the visit and any risks involved, including control measures, to enable them to make an informed decision of consent
- Ensure that they provide packed lunches (as required) and appropriate clothing for the weather/activities or inform the class teacher as soon as possible if they are not able to provide anything requested
- Provide adequate medication and notify staff of prescription

4. Planning & Risk Assessments

A Risk Assessment for a visit must be completed in advance and a site visit must have taken place. All visits should form part of the long, mid and short term planning process and include targets for personal, social and behavioural development. Whenever possible the group leader, or an adult competent in risk assessment nominated by the OSVC, should carry out a pre visit to ensure that information needed for curriculum planning and risk assessment is available.

It is also good practice for the pupils to be involved in the risk assessment process to ensure they take ownership of their safety. This could take the form of lessons where they reflect on their journey to the destination and things they might encounter during their trip.

Risk Assessments should cover issues such as- behaviour of children, journey to and from site, security of site, medical needs of children, weather, activities. Adult pupil ratio must be at least 1:2 and any child who normally has a 1:1 worker in the classroom must have an equivalent when off site. Occasionally a child may have a 1:1 worker solely for off sites visits written into their PHP.

Activities with increased risk should be discussed with the OSVC well in advance of the visit as additional, external expertise may be required to support the risk assessment. These activities include hill walking or walking in remote country, cycling, climbing and any water based activities.

Off site visits will include a trained first aider. Local trips should include a first aider, however at times (such as 1-1 visits to an established location) this may not be the case. In these circumstances the class teacher will ensure this risk is fully assessed and the staff member knows what to do should first aid attention be required (i.e. return to site or seek first aid support from the venue such as the library).

Where the activity is to take place outside there should be a plan B in case of bad weather, which has been approved and communicated to all involved during the pre-planning stage.

The group leader should ensure that everyone is aware of what to do if they become separated from the group before setting out.

Due to the behavioural difficulties of the children at Gloucester House there will be times when adult supervision needs to be reassigned, e.g. during a 2 person hold. It is the adult who has responsibility for a child who MUST pass on that responsibility to another adult prior to become involved in supporting a colleague. If possible this change of responsibility should also be communicated to the Group Leader.

Adults need to recognise that it is not always possible to take breaks during an Off Site Visit. Where this is possible Group Leaders MUST ensure that there are sufficient adults supervising the group and that each adult is aware of which children they are responsible for.

Adults who want to smoke during a break time must ensure that this takes place well away from children's view. If a member of staff is left dealing with an incident the group leader is responsible to reassign allocation of staff and children

5. Procedures

Objectives for the visit should be clearly stated in pre visit documentation and be made known to OSVC, other adults accompanying the visit, children and Parents/Carers. Mobile phone numbers of staff on the visit should be circulated beforehand. Additionally the group leader should ensure they have a charged working mobile and the Gloucester House phone number in case of an emergency.

The Group Leader must remind all adults and children of the rules and standards of behaviour expected on the outing before setting out. Children should be assigned to specific adults and both the adults and children should be made aware of whom they are assigned to; the 'On the Day Form' (appendix 2) supports planning for this.

It is good practice to have activities readily available in case there are delays in transport or a long wait at any point during the visit. In the event of, transport delays or other delays the group leader should contact the admin office.

The group leader will call the school office and report when they have arrived at their destination and also when they are returning back to the school

6. Reporting

If an incident occurs during the visit the Group Leader (or other staff member as relevant) should contact the site where the duty member of SLT will be able to offer support. Staff should be mindful when they are communicating about incidents the language they use over the phone to ensure other pupils are not distressed.

Any incidents that happen during a visit will be reported using the usual Gloucester House reporting procedure i.e. Incident Report Form (via the Trust Quality Portal), Incident Logs, Trust incident forms and target sheet/phone call home to the Parents/Carers.

7. Monitoring

Group leaders should evaluate the visit with their teams and provide feedback to the service at the next Whole Team Meeting.-Teachers will monitor the effectiveness of visits in relation to targets set and use this information to inform future recommendations. The SLT will monitor the frequency and range of visits of specific groups and discuss with class teachers where appropriate.

8. Home Education

At times, pupils may be educated off-site at their home. Home Education can also include visits off-site such as a trip to the park or library. When such visits occur the same risk assessment process will take place as for off-site visits, however this will be signed off by the appropriate member of SLT (for example Clinical Lead, Headteacher or Head of Service). 'On the day forms' (Appendix 2) are not required for home education but staff should incorporate elements of this practice in their risk assessment as relevant (for example a change of clothes may not be required).

9. Other Relevant Documentation

- Off Site Visit Risk Assessment Form
- Off Site Visits Planning & Approval Form
- DfE Health & Safety of Pupils on Educational Visits



Off Site Risk Assessment

Gloucester House

Appendix 1

This risk assessment must be completed and approved with sufficient time to plan and prepare for the trip. This form must be submitted by the Group Leader for the SLT Operations Meeting the week before for **Local trips** (within 1 mile of Gloucester house and less than 2 hours) and at least ten working days before an **Off-Site Visit**. For new trips that are further afield it is recommended you submit these further in advance to ensure they are approved in time (at least five working days before for Local trips and longer than ten working days for Off-Site Visits).

Key Information			
Class name:		Visit leader:	
Proposed date of visit:		Destination:	
Destination Address:			
Curriculum Area/Topic:			
Educational aim of visit:			
Pre-visit arrangements			
Has a pre-visit happened?	Yes / No	Date:	
<i>If no reason why not and steps taken to gain information needed to plan and prepare for visit:</i>			
Transport Method (please circle)			
Walking	Bus	Tube/Train	Taxi
Other:			
Route info:			

Travel Risks

Risks Identified	Steps taken to reduce Risks
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]

Site Risks

Risks Identified	Steps taken to reduce Risks
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]
<ul style="list-style-type: none"> [bullet] 	<ul style="list-style-type: none"> [bullet]

Specific planning for individual pupils (i.e. medical needs)
<ul style="list-style-type: none"> [text]
Plan in case visit needs to end early for 1 or more children due to increased risks:
<ul style="list-style-type: none"> [text]

Group leader name	[name]	Role	[role]
Signed	[digital signature]	Date	[date]

Approved (SLT)	[digital signature]	Date	[date]
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Off-site Visit Form

Gloucester House

Appendix 2

This form is completed on the day of the trip and brought to Teacher's Briefing

Visit Details				
Class name:		Visit leader:		
Date of visit:		Planned Activity:		
Departure time:		Estimated return time:		
Destination Address:				
Educational aim of visit:				
Transport Method (please circle)				
Walking	Bus	Tube/Train	Taxi	Other:
Route info:				
Emergency Contact (mobile numbers the school can contact you on)				
Name (Group Leader)		Phone:		
Name (contact 2)		Phone:		
Name (contact 3)		Phone:		
'On The Day' Risk Assessment				
<ul style="list-style-type: none">All staff have read and understood all relevant individual and environmental risk assessmentsAll staff have been fully briefed and know which pupil(s) they are assigned to belowAre there any changes in any of the pupils' 'mood' today? Yes <input type="checkbox"/> No <input type="checkbox"/>If yes, are you still happy to take the pupil(s) off-site? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Pupil Name		Responsible Staff Name		

Put a star (*) next to the first aider(s)

Approval			
Signature of SLT Member:		Date:	

This form must be handed to the Gloucester House office as you leave for the trip.

Leaving Checklist

A copy of destination information / tickets as needed	
Contact details of destination	
School's number	
First aid kit	
Pupils in School Uniform	
Appropriate footwear	
Petty cash or school card for expenses	
Any medicines as appropriate e.g. epipen, sun cream, inhalers, etc.	
Any communication aids/visuals/social stories needed for the class or individuals	
Tissues, wipes, gloves and any items needed for personal care	
Spare clothes	
Snack and drink/lunch (if needed)	
Positive re-enforcers e.g. fiddle toys, etc.	
Staff ID Cards	
Camera	