



Off Site Visits Procedures

(Links with Risk Assessment Policy)

Gloucester House The Tavistock Children's Day Unit

Last review:	June 2022
Next review:	June 2023

Introduction

This policy is written with reference and consideration to:

Health & Safety of pupils on educational visits

<https://www.ase.org.uk/documents/p1340ahspv/p1.3-4.0a-hspv.pdf>

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' (OSV) in this policy refers to any activity that takes place away from Gloucester House for the whole, or part of a day. It also includes residential off- site learning experiences.

Responsibilities

Off Sites Visit Co-ordinator (OSVC) 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 to the medical director
- Regularly review systems and monitor practice as appropriate
Keep up-to-date with OSV legislation and update policies and procedures to keep pace with this legislation

For shorter off site visits i.e. to the shop, park or local eatery, we will obtain the parents/carers permission/consent as part of the *initial admission process*. We will undertake an initial risk assessment (child's first visit/trip) and this will be filed in

the child's PHP file. Subsequent visits will be covered under the permission/consent received from the parent/carer.

Curriculum Post Holders 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:

- Take a First Aid kit.
- Ensure OSVC aware of local hospital
- Ensure that a risk assessment and off-site visit (OSV) form are completed and given to the OSVC at least 10 working days prior to the visit. (1 working day for visits of less than 1 hour and within walking distance of Gloucester House)
- 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
- Take contact addresses/phone numbers

Other adults 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

Planning and Risk assessments

- A RA 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
- 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
- We aim for off site visits to include a trained first aider
- 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

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
- 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 to call the school office and report when they have arrived at their destination and also when they are returning back to the school
- For local visits/trips relevant staff are to complete the 'Gloucester House–Local Trips/Visits' log (sited in the school office) detailing which staff/children will be attending the visit, date/time of visit and location. A member of staff is to call the school office to confirm they have arrived safely and to feedback any issues/concerns. The staff member are to log the time of their return but back at Gloucester House

Monitoring

- Group leaders should complete an evaluation form within 1 week of the visit taking place and pass to the OSVC
- Curriculum Post Holders (CPH's) will monitor the effectiveness of visits in relation to targets set and use this information to inform future recommendations
- OSVC will monitor the frequency and range of visits of specific groups and discuss with class teachers and CPHs where appropriate. She will additionally monitor the effectiveness of risk assessments and discuss any issues that arise from this with the Trust Health & Safety Manager.

Reporting

- 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.

Other relevant documents:

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



Appendix 1

Off Site Visit Planning and Approval Form	
Class Group/s Involved:	Group Leader:
Curriculum Area: Cross curricular	
Topic:	
Main Learning Outcomes	
Place to be visited:	Method of Transport:
Date of Visit:	Date form handed to OSVC:
Time Leaving Unit:	Expected Time of return:
Children Involved:	Adults Involved + mobile numbers:
Cost of Visit:	Contribution being requested:
Arrangements for Cover of Duties (these must be agreed by the Deputy Head prior to form being passed to OSVC)	
Names of children who are due to have therapy during the visit (these must be discussed and agreed with therapists prior to form being passed to OSVC)	
Signed	(Group Leader)
To be filled in by Off Site Visits Co-ordinator (OSVC)	
Further information needed prior to approval:	
Risk Assessment seen and approved: Yes/No	
Approval for visit given: Yes/No	
Any issues to take into consideration during final planning?	
Signed	(OSVC)

This form must be passed to the Off Sites Visit Co-ordinator (OSVC) at least 10 working days prior to a visit (1 working day for visits of less than 1 hour and within walking distance of the Unit)

