

# Off-site Visits

## Introduction

Residential trips and activities organised away from the school site can provide some of the most enriching experiences of a child's school life. If carefully planned and clearly focused, they can be a very effective way of delivering many areas of the curriculum. Frank Wise School has always been committed to providing stimulating, challenging and ambitious residential and day-visit experiences. However, there is nothing which we plan for the pupils in school which is more fraught with potential difficulties and hazards than activities taking place away from the school site. Consequently, clearly defined lines of responsibility and planning guidelines are essential if such activities are going to be as safe as they can possibly be. No policy or guidelines can account for each unexpected occurrence in every situation, but following this policy should ensure that foreseeable hazards are taken into consideration.

## Responsibility

The LA delegates managerial control for supervision and welfare of pupils taking part in off-site education to the Headteacher. The Headteacher then delegates this responsibility to the Educational Visits Coordinator (EVC). The EVC oversees the planning off-site activities and will only give permission for them to proceed if they are fully satisfied that the required planning is thorough, staff are competent, have the required support during the activity and can exercise a high degree of supervision at all times and in all circumstances.

## Student / Staff ratios

For any off-site activity organised by Frank Wise School, we provide staffing ratios at the usual classroom ratio or more. This is particularly important on residential trips where the fatigue engendered by 24 hour care in an unfamiliar environment can be debilitating if the workload is not well-spread and there is no opportunity for breaks. No statutory ratio can be given, as the ideal will vary according to the activity, size of the party and location, but in staffing residential trips the visit leader and EVC will consider:

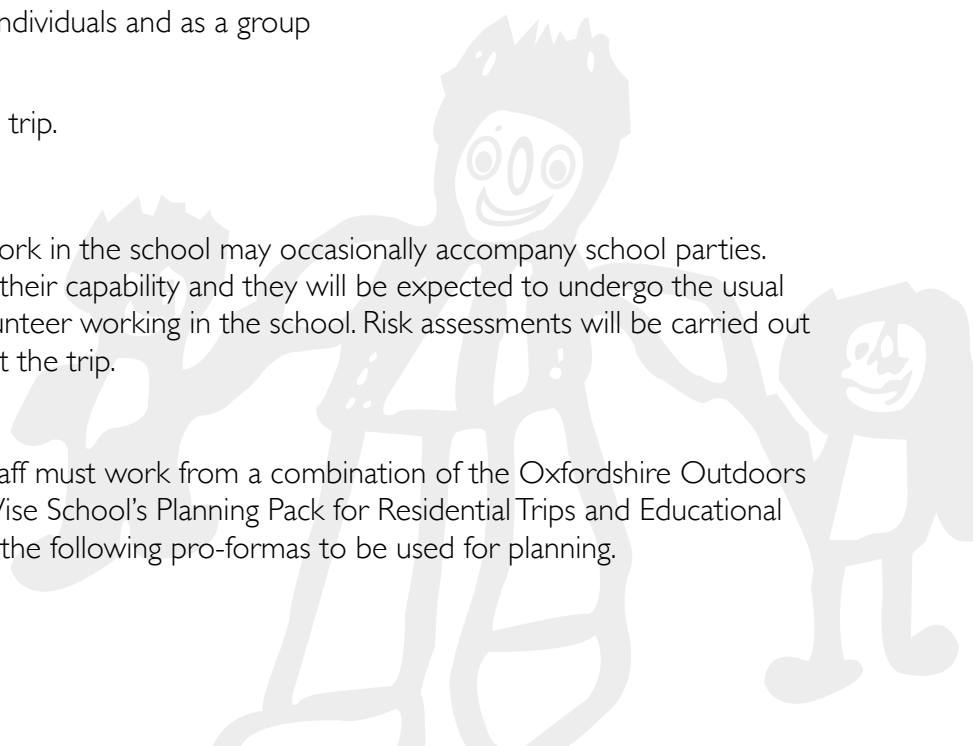
- the experience and qualifications of the party leader
- the experience and qualifications of the team, including first aid training and minibus licence
- the age and gender mix of the group
- the needs of the pupils as individuals and as a group
- the length of the trip
- the curriculum focus of the trip.

## Volunteer Staff

Volunteer staff who do not usually work in the school may occasionally accompany school parties. The EVC will need to be satisfied of their capability and they will be expected to undergo the usual police checks carried out on any volunteer working in the school. Risk assessments will be carried out to evaluate their suitability to support the trip.

## Planning

When planning any off-site activity, staff must work from a combination of the Oxfordshire Outdoors website guidance along with Frank Wise School's Planning Pack for Residential Trips and Educational Visits. Contained within the pack are the following pro-formas to be used for planning.



We obtain over-arching consent from parents / carers for their child to be taken on educational visits within the school day to locations within Banbury, the surrounding area and our Inclusion schools. This is given on our school enrolment forms, is reiterated in the Home-school agreement, and includes transporting the children by vehicle.

Over-arching consent is sought again from parents / carers through our Home / School Agreement, and when pupils transition into our Post-16 centre.

Additional consent is sought for locations beyond the Banbury area, or for trips that are not contained within the school day.

### **Guidance Documents for each visit (attached as appendices to this policy)**

- Appendix 1 Off-site activities
- Appendix 2 Simple day visit
- Appendix 3 Complex day visit (e.g. water based activity)
- Appendix 4 Simple UK residential
- Appendix 5 Complex UK residential (e.g. visiting the Lake District)
- Appendix 6 Foreign residential

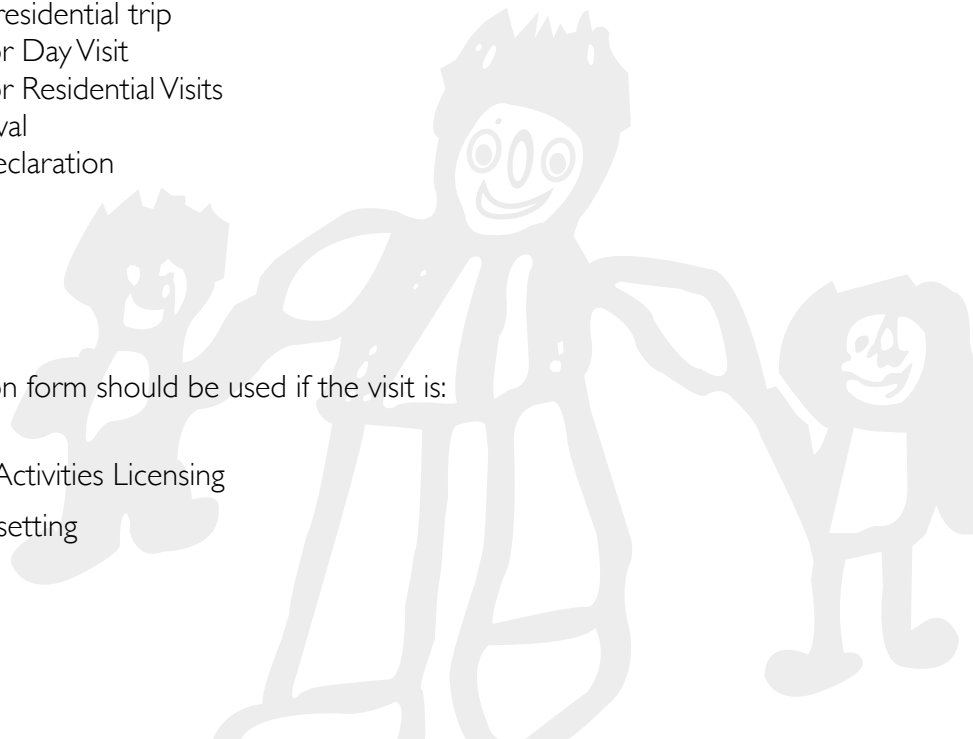
Each sheet lists the Frank Wise and Oxfordshire forms which will need to be completed and it is essential that all forms are dealt with in good time for the EVC and in some cases the LA to make their decisions.

### **Frank Wise School forms to be used alongside key LA forms**

FWS1	Initial EVC clearance
FWS2	Costings calculator
FWS3	1st letter to parents, day trip
FWS4	1st letter to parents, residential trip
FWS5	Reply slip (for further day trips within the year)
FWS6a	Emergency plan
FWS6b	Emergency Procedures
FWS7a	Passport Information
FWS7b	Passport Application Letter
FWS8	Confirmation letter to parents, residential trips, including packing list
FWS9	School supplies list, residential trip
FWS10a	Pre-visit Checklist for Day Visit
FWS10b	Pre-visit Checklist for Residential Visits
FWS11	Final Internal Approval
FWS12	Volunteer Driver Declaration
FWS13	Leader Checklist
FWS14	Trip Report
FWS15	Expenditure on Trip
FWS16	Medication Letter

Additionally, the OOLS Visit notification form should be used if the visit is:

- Overseas (day or residential)
- Within the remit of Adventure Activities Licensing
- In a more remote / demanding setting



- Significant water.

### **Copies of Frank Wise and Oxfordshire forms**

All of the forms and guidance can be found on the school server; within the 'Master Templates' folder, inside a folder called 'EVC Off-site visits'.

Further Guidance can be found on the Oxfordshire Outdoor Learning Website and includes the Notification Form. <https://schools.oxfordshire.gov.uk/cms/content/educational-site-visits>

### **Insurances**

Oxfordshire County Council's insurance requirements will be adhered to at all times and no educational visit will be undertaken without adequate insurance. Medical insurance is required for all foreign travel.

### **Critical Incident Management**

Before authorising any out of school activities, the EVC will satisfy themselves that all staff involved are familiar with emergency procedures. Oxfordshire County Council's emergency procedures for residential trips will be followed wherever possible, as detailed in the Oxfordshire Outdoor Learning Website.

An Emergency Plan will be written and adhered to for all trips and visit. This will include reference to FWS6b Emergency Procedures, which includes Oxfordshire County Council's 24 hour Emergency Contact Point 01865 379789 (Fire & Rescue Service Control).

**Reviewed by:** Matt McArthur

**Date:** February 2023

**Approved by Governors:**

**Date:** February 2023

