



Off Site Visiting Policy 2023



1 Introduction

1.1 Off-site visits are activities arranged by or on behalf of the Lantern Academy, and which take place outside the Academy grounds. The teaching staff believe that off-site activities can supplement and enrich the curriculum of the students by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

1.2 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

2 Aims

2.1 The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could not be provided on the Lantern Academy site alone;
- Promote the independence for our students as learners and enable them to grow and develop in new learning environments.

3 Residential activities

3.1 The residential visit enables children to take part in outdoor, adventure and spiritual activities as part of their Islamic development. We undertake this visit only with the written agreement of the parents/carers. We provide qualified staff for supervision.

4 How visits may be authorised

4.1 The head teacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the Academy or a committee member.

4.2 The Academy's educational visits coordinator, who may be the head teacher, will be involved in the planning and management of off-site visits.

S/he will:

- ensure that risk assessments are completed;
- support the head teacher in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that communication with coach company assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues.

5 Risk assessments

5.1 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 group leader put the safety measures in place?

What steps will be taken in an emergency?

5.2 Staff planning an off-site activity 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 party 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 judgments about the risks it may involve.

5.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be divided and funded by parents of the students.

5.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios: These ratios are guidance:

1 adult to between 10 and 15 pupils

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

5.5 A risk assessment must also cover transport to and from the venue, including

- the provision and required use of seat belts;
- proper vetting of the driver;
- proper insurance for the driver;
- on board first aid and emergency equipment;
- Breakdown procedures.

5.6 The group leader will double-check that all adults helping to supervise the trip have been subject to police checks; List 99 or DBS

5.7 A copy of the completed risk assessment will be given to the head teacher.

6 Transports

6.1 The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

6.2 Children may be required to use booster seats to ensure that seat belts fit correctly.

7 Communication with parents

7.1 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

7.2 Funding for off-site activities is provided mainly by parental voluntary contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

7.3 No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

7.4 The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

8 Visit plans

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

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- 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;
- guidance for the emergency contact and head teacher;
- medical questionnaire returns;
- First-aid boxes.