



Off Site Visiting Policy 2024



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, character & spiritual growth.

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 all risks are managed and kept to a minimum, for the safety and health of all pupils always. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

2 Aims

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

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

3 Residential/abroad activities

3.1 The residential & abroad visits enable 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.
- organize related staff training.
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that communication with the 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 may be carried out, if possible, 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, to carry out an on-site risk assessment. It is important to consider 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 regarding the age and any 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 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 considered 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 the 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 5 and 10 pupils

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. Trips abroad are higher staff to child ratio.

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

- appropriate minibuses checks
- seats belts are worn

6 Transports

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

- checks on minibus including fuel
- entrance fees
- provision of any special resources or equipment
- costs related to adult helpers

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 All trips are advertised on class WhatsApp class groups, status, website & social media

7.3 parents are kept up to date on a new trip WhatsApp group

8 Visits abroad

8.1 Planning trips abroad must include the following

- checks of passports
- health questionnaire from parents
- suitable ages
- enough staff to child ration as stated in 5.4 & section 7
- adequate itinerary formed
- suitable previous checks carried out
- parents kept updated via WhatsApp group

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