****

**Park Road support Centre**

**External visits Policy**

**Introduction**

Off-site visits/activities are arranged by Park Road Support Centre and would normally

take place outside the establishment grounds. Teaching staff, and staff working

with children and young people believe that off-site activities can supplement and enrich

their education by providing experiences that would otherwise be impossible. All off-site

activities must serve an educational purpose, enhancing and enriching our children's

learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and

evaluation of our off-site visits in order to manage and minimise risk, ensuring 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.

**2. Aims and Objectives**

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 be provided on the

Centre site alone;

• promote the independence of our children as learners, and enable them to grow and

develop in new learning environments.

***Curriculum Links***

For each subject in the curriculum, there is a corresponding programme of activities that

may include visits to specialist venues. All activities should be in line with guidance

published by the Local Authority.

***Residential Activities***

Residential visits enable children and young people to take part in a wider range of

outdoor and adventurous activities. Residential visits must only be undertaken with the

endorsement of the Local Authority.

**3. External Visit Co-ordinator (EVC)**

The Head of Centre will ensure that it has a trained External Visit Co-ordinator. The EVC will be involved in the planning and management of all off-site visits.

The EVC will:

• ensure that risk assessments are completed and, when appropriate, individual safety

plans and safe working practices.

• support the governing body in any decision on approval.

• assign competent staff to lead and help with trips.

• verify that all accompanying adults have been DBS checked if required.

• make sure that all consent and medical forms are obtained.

• keep records of visits and provide after-visit evaluation to aid future visits.

The school’s trained EVCs are:

Ben O’Shea and Vaughan O’Nions

**4. How Visits Are Authorised**

Staff proposing to arrange an off-site activity must seek and obtain the approval of the EVC in advance.

***Category A Visits/Activities***

Approval for Category A visits and activities, has been delegated to

the EVC. *Head of Centre must review delegation arrangements annually as part of Health and Safety Policy for the centre.*

***Category B Visits/Activities***

Approval for Category B visits or activities must be obtained from the Head of Centre

before they take place. Endorsement is also required from the Outdoor Education Adviser for the Local Authority.

***Classification of External Visits:***

Categories A, B and C (Duke of Edinburgh Award) visits and activities, Notification,

Approval and Endorsement clarification is available in the Outdoor Education and External

Visits Website or via the link below:

https://slp.somerset.gov.uk/sccoea/default.aspx

***Planning a Visit or Activity***

The Visit Leader must ensure that the visit or activity is planned in advance and within

submission time to ensure approval is granted. A visit leader checklist (Appendix 2) can act as a prompt to ensure activities are thoroughly planned.

When planning Category A activities, a record of the trip and relevant risk assessments should be held in the trips and visits file.

Category B and C activities should be carried out using the European Education

Consultants (EEC) Health and Safety Management system for Risk and Educational Visit

management as the system provides on-line approval for the establishment’s EVC and

Local Authority endorsement.

Link to EEC:

https://www.eeclive.co.uk/public/plogon.asp?aid=14

Link to Outdoor Education and External Visits Website:

https://slp.somerset.gov.uk/sccoea/default.aspx

***Visit Information collection sheet (Appendix 1) – to be held in file***

The visit plan for intended visits must include the following:

• risk assessments for transport, site of visit and activities;

• curriculum objectives

• supervision/pupil ratios

• itinerary

• supervisory details

• emergency contact details.

***Risk Assessment – held in file***

All relevant risk assessments must be carried out by the Visit Leader before any proposed

visit or activity takes place. Existing risk assessments should be checked to ensure that

they are still suitable and sufficient.

Generic risk assessments are produced by the EVC and/or competent staff for use by all

staff members and these are reviewed regularly.

EEC provides comprehensive frameworks for venues and activities and should be used for

visit/activity planning. Support is offered to staff that do not have the relevant skills to

produce a risk assessment. For more complex activities and visits, support is available

from the Health and Safety Department at Somerset County Council.

The EVC checks that all risk assessments are in place before an activity/visit is authorised.

A copy of the risk assessment or safe working procedures is to be given to all adults

supervising the visit/activity.

***Transport***

Risk assessments must be carried out for the mode of transport. When hiring a coach or

minibus, only use companies that have been endorsed by Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received

training within the last four years through Transporting Somerset. Please contact the

Driver Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that Driver Risk Assessment (F14a) has been completed

before visit.

Using vehicles belonging to parents is discouraged.

***Communication with Parents***

The parents of young people 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.

**5. Further Health and Safety Considerations**

Adults accompanying the group(s) on the visit/activity must be informed of the emergency

procedures by the Visit Leader and provided with an emergency telephone number. This

will normally be the establishment number, but where an activity extends beyond the

normal working day, the telephone number of a designated emergency contact should be

provided.

The School/establishment Office to be provided with a list of everyone, pupils and adults,

travelling with the group, together with a copy of the itinerary for the activity (print out of the

summary sheet from software).

The safety of the group(s), especially the pupils, is of paramount importance. During the

activity, the Visit Leader must take whatever steps are necessary to ensure that safety.

This involves taking note of any information provided by medical questionnaire returns,

and ensuring that pupils are both safe, well and looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to

compromise the safety of others, the Visit Leader should discuss with the Principal

measures to put in place to enable the pupil to take part, especially if part of the

curriculum. An example of these measures could be an Individual Safety Plan supporting

extra supervision.

**6. Monitoring and Review**

This policy is monitored by the appropriate scrutineer and will be reviewed every two years, or before if necessary.

Signed: Date:

**7. Further Guidance and Help**

• Health & Safety Executive: School trips and outdoor learning activities

• http://www.hse.gov.uk/services/education/school-trips.pdf

**Reviewed: Summer 2018**

**Next Review Date: September 2019**