



# The Cowplain School

**Work hard. Enjoy learning. Achieve highly.**

## Offsite Trips and Visits Policy

Adopted: Autumn 2023      Review date: Autumn 2024

### Introduction

A successful school trip, visit or exchange can greatly enhance the curriculum provision and serves to motivate students and staff. The Cowplain School encourages a variety of educational visits to broaden students' experiences.

Hampshire Outdoor Education provides specific documentation for all offsite school trips and visits which must be followed.

The Cowplain School has also developed a school trip/visit guidance for staff. Trip/visit leaders should access all relevant information and familiarise themselves with all requirements at the start of the planning process.

The Head of School and the designated EVC **must** grant approval before any visit takes place. In addition, the Head of School and EVC will ensure that:

- The visit complies with the regulations and guidelines provided by Hampshire Outdoor Education service and the school's own Visits policy.
- All school trips/visits are recorded on the Evolve website. For trips/visits that are classed as adventurous, residential or overseas, approval is sought from Hampshire Outdoor Education Service.
- A school Educational Visits Coordinator (EVC) is appointed to oversee the policy and processes of planning and organising trips and visits. They will consider the following:
  - The group leader is competent to instruct activities, is familiar with the location/centre, is competent to monitor the risks throughout the visit and has experience in supervising the age groups going on the visit and organise the group
  - Adequate child protection procedures are in place
  - Training needs have been assessed by a competent person and that the needs of the staff and students have been considered.

- The ratio of supervisors to students is appropriate and complies with Hampshire Outdoor Education Service guidelines.
- The risk assessment has been completed and appropriate safety measures are in place.

## Responsibilities of the Group Leader

Only one staff member should have overall responsibility for the supervision and conduct of the visit.

The group leader should:

- Obtain prior agreement and approval before any off-site visit.
- Follow The Cowplain Offsite Trips/Visits guidance for staff.
- Follow Hampshire Outdoor Education Service and school regulations, guidelines and policies.
- Ensure that parents are given sufficient information in writing and are invited to any briefing sessions.
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- Be able to control and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified.
- Be aware of child protection issues.
- Ensure adequate first aid provision.
- Undertake and complete a comprehensive risk assessment.
- Ensure that all participating staff and students are fully aware of what the proposed visit involves.
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group.
  - Less than 60 miles or 1 hour from base (school) 1 adult to 20 students - **a minimum of 2 adults required.**
  - More than 60 miles or more than 1 hour from base (school) 1 adult to 12 students - **a minimum of 2 adults required.**
  - Adventurous 1 adult to 12 students - **a minimum of 2 adults required.**
  - Overseas 1 adult to 10 students - **a minimum of 2 adults required.**
- Ensure that group supervisors have details of the school contact.
- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home.
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants.

- Observe the guidance set out for teachers and other adults involved in school visits.
- Ensure arrangements are set up with Finance for the collection of payments for visits.
- Ensure students are safely collected on return to school or arrangements are in place for them to get home safely.
- Ensure that all participants including parents and carers consent and understand the implications of a student breaching the rules. If it is deemed necessary to return a student home under these circumstances the parent/carer will be required to meet the cost of the arrangements.
- To consider the laws on drugs and all local laws when planning an overseas visit as these can vary widely. To ensure parents/carers are made aware of any that may affect students.
- To check the Foreign and Commonwealth Office website (FCO) for current advice when planning an overseas trip and to check regularly for updates.

## Responsibility of participating staff members

- Ensure the health and safety of everyone in the group.
- Follow the instructions of the group leader and help with control and discipline.

## Responsibility of participating students

Participating students, as a minimum requirement must:

- Adhere to the school behaviour policy.
- Not take unnecessary risks.
- Follow the instructions of the group leader and other supervisors including those at the venue of the visit.
- Dress and behave appropriately and responsibly.
- Be respectful and sensitive to local codes and customs, particularly when abroad look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.

<b>Date Reviewed and approved:</b>	December 2023	<b>Reviewed by:</b>	JCK	<b>Next Review:</b>	Autumn 2024
<b>Summary of changes made:</b>					