



The Cowplain School

Work hard. Enjoy learning. Achieve highly.

Offsite Trips and Visits Policy

Adopted: Autumn 2025 Review date: Autumn 2026

Introduction

A successful school trip, visit or exchange can greatly enhance the curriculum provision and serves to motivate students. 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 will be 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
 - The ratio of supervisors to students is appropriate and complies with Hampshire Outdoor Education Service guidelines.
 - Required risk assessments have been completed and appropriate safety measures are in place.

Responsibilities of the Group Leader

One staff member should have overall responsibility for the supervision and conduct of the visit. They are the group leader.

The group leader should:

- Obtain prior agreement and approval before any off-site visit.
- Follow The Cowplain Offsite Trips/Visits guidance for staff (Found in google drive, speak to EVC Mrs Rogers.)
- Follow Hampshire Outdoor Education Service and school regulations, guidelines and policies. These can all be found on Evolve, in the 'useful documents' section, or contact Mrs Rogers.
- 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 any planned activities where required, 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 the required risk assessments.
- 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 3 miles or 15 minutes from base (school) for a sports fixture 1 adult to 17 students in our school minibus.
 - 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 2 school contacts, and those contacts are given copies of any risk assessments, itinerary, relevant contact details for the trip leader and lists of students on the trip.
- Ensure that group supervisors and the school contact have copies of all emergency contacts for students, a copy of the emergency, and 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.

- All trips and visits are to go through SCOPAY for payments, non payments and consent forms.
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- Ensure arrangements are set up with Finance for the collection of payments for visits, and work with them to ensure that all monies are collected within required time frames.
- 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 all local laws when planning an overseas visit, as these can vary widely, and 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.

After School Sports Fixtures

A centralised spreadsheet will be maintained for all fixtures. This will contain the details of dates, times, venues, and names of students attending each event. Written consent will still be required from parents, with letters clearly outlining that it is the responsibility of the parents to collect their child from the school after the fixture or to arrange alternative safe transportation. Staff will also carry required medical information for all students attending the fixture, to ensure appropriate care in case of any medical emergencies. Additionally, risk assessments will be completed for each sport and venue to ensure the safety of all participants.

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.
- Be familiar with and have access to all risk assessments, itinerary, contact details for the trip leader and list of students on the trip.

Responsibility of participating students

Participating students, as a minimum requirement must:

- Adhere to the school behaviour policy.
- Behave in a safe and respectful manner, and tell a member of staff if they have any concerns or do not feel safe.
- 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, and look out for anything that might hurt or threaten them or anyone in the group, and raise any concerns with a member of staff.

Date Reviewed:	October 2025	Reviewed by:	JCK	Next Review:	Autumn 2026
Summary of changes made:	<ul style="list-style-type: none"> • <i>All dates changed.</i> • <i>Page 1. The group leader will be... (added)</i> • <i>Page 1. (▪ Training needs have been assessed by a competent person and that the needs of the staff and students have been considered.) Removed.</i> • <i>Page 1. Required risk assessments have. Added.</i> • <i>Page 2. One staff member should have overall responsibility for the supervision and conduct of the visit. They are the group leader. Added.</i> • <i>Page 2. These can all be found on Evolve, in the 'useful documents' section, or contact Mrs Rogers. Added.</i> 				
Date Approved by Full Academy Trustees:	October 2025				