

External Visits Policy



Date: May 2024

Reviewed: September 2025

Review Date: August 2027

Responsible Person: Karen Holmes

Rationale

Off-site visits and activities are arranged by or on behalf of the school and would normally take place outside the school grounds. We believe that off-site activities supplement and enrich the curriculum of the school 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 health and safety of all pupils at all times.

Aims

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 school site alone
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Pre-visit Checks

The Headteacher will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices
- Assign competent staff to lead and help with trips
- Verify that all accompanying adults have been DBS checked
- Make sure that all consent and medical forms are obtained
- Keep records of visits and provide after-visit evaluation to aid future visits.

Visit Plan

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities
- Emergency contact details

All relevant risk assessments must be carried out before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient. A copy of the risk assessment is made available to all adults supervising the visit/activity.

Transport

Risk assessments are carried out for the mode of transport. This will usually be 1:1 or 2:2 in staff cars.

Communication with Parents

The parents of students 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.** This does not apply to our curriculum activities that may take part off-site, and that parents are made fully aware of at their child's induction and have given consent.

Further Health and Safety Considerations

- All staffing will be on a 1:1/1:2 ratio due to the needs of our cohort
- All staff on any visit/activity are aware of the emergency procedures and have access to the emergency phone numbers for all students and for School staff. This will be a member of SLT.
- The School Office must be provided with a list of everyone, students and adults, travelling with the group.
- The safety of the group(s), especially the students, is of paramount importance. During the activity, all staff will take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that students are safe, well and looked after at all times.