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## 1.0 Introduction

- 1.1 We acknowledge the value of off site visits and experiences to our young people, and endeavour to provide the widest possible range of opportunities. All off-site activities need to be planned in the same way as in in-school/house activities, but extra care needs to be given to consideration of risk assessments and control procedures.
- 1.2 We recognise that educational visits play a significant role in the overall education of our young people. They learn things through first-hand experience that they would probably not learn in any other way. This Policy is designed to help ensure that these visits take place in the safest way possible. All staff who take pupils on Educational Visits must make sure they comply with this guidance.
- 1.3 Therefore before any of the visits can occur, the following must have taken place:
  - a. All drivers will have a current and up to date MIDAS mini bus training, and their driving licences checked 6 monthly.
  - b. The young people will have individual risk assessments for travelling on the minibuses.
  - c. The appropriate paperwork is completed (visits risk assessment log, making sure there is a specific risk assessment in place for the venue and if applicable also the venues public liability paperwork).
  - d. The MIDAS trained driver of the bus is responsible for making the appropriate checks with regard to the safety of the vehicle, in line with the minibus log sheets prior to starting the journey.

## 2.0 All Off-Site Visits

- 2.1 Enhance social opportunities for our young people.
- 2.2 Provide a wider range of experiences for our young people than could be provided in the Education & Care setting alone.
- 2.3 Promote the independence of our young people as learners and enable them to grow and develop in new social learning environments.
- 2.4 Support young people to feel a bigger part of their local community
- 2.5 Provide a wealth of learning opportunities and can add relevance to their learning programmes

## 3.0 Duty of Care

- 3.1 Staff in charge of the young people has a common law duty to act as any reasonable parent would do in the same circumstances.
- 3.2 All off-site activities must be led by a party leader who makes decisions relating to the health, safety and well-being of the group.
- 3.3 The party leader must take the lead in ensuring the safety of the young people involved. They must ensure all party members understand their roles.
- 3.4 Where young people take part in activities led by other providers, a duty of care remains with the party leader. The party leader must stop any activity they

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- consider to be risky.
- 3.5 No young person must take part in any off-site activity without the necessary consent forms being completed (consent forms are in individual care plans). The party leader must ensure this.
  - 3.6 All risk assessments should be in place for the young person and the venue.
  - 3.7 All Staff must wear their identity cards
  - 3.8 The Party Leader must make sure a contact mobile number is recorded in the risk assessment log and be fully charged and switched on at all times.
  - 3.8 An employee cannot be forced to drive any transport at O.H.S as this is on a voluntary basis.
- 4.0 First Aid cover and medication administration.
- 4.1 The degree of first aid cover required on any off-site activity will depend on the nature of the visit, if medication needs administering to a young person then a senior member of staff with a first aid qualification and administration of medication qualification must be present.
  - 4.2 The group leader will need to consider the availability of First Aid at the chosen venue, and the travelling time.
  - 4.3 The minimum first-aid provision for a visit is;
    - a. A well-stocked First Aid box.
    - b. A person appointed to be in charge of first aid arrangement.
  - 4.4 Any medication must be put in a locked box and be the responsibility of a senior nominated by the Party Leader.
5. In the unlikely event a child goes missing during an Educational Visit, the party leader must:
- 5.1 Halt the activity
  - 5.2 Arrange a search of the area,
  - 5.3 Contact any other adults who might help with the search e.g. Staff at centres
  - 5.4 If the child is not found within 10 – 15 minutes, then the Police should be contacted. Assess the area, if there is serious danger such as water or dangerous terrain, the party leader should make an informed decision and contact the appropriate emergency services, coupled with the police within the ten minute period.
  - 5.5 Following contact with the police, school must be notified. This must be directly to the Head Teacher or the next most senior staff.
  - 5.6 Following this, the Party Leader should consider whether to return the rest of the group to school, if it is safe and practical to do so, whilst they remain at the search site and await support from other school staff. If it is not possible, then they must ensure that the rest of the party are kept within a safe area.
  - 5.7 School must be updated regularly.
  - 5.8 The Head Teacher will decide on arrangements to contact parents/carers and decide whether or not to send other staff to the site.
- 6.0 Child Protection procedures – Residential Visits A Designated Safeguarding Lead (DSL) for Child Protection must be informed of all residential Visits
- 6.1 If a child protection incident arises during the visit, the party leader or other if the party leader is part of the referral, will inform a DSL as soon as possible and the necessary steps will be taken following discussions with the Head Teacher.
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6.2 In extreme emergency, the party leader or other will need to consider contacting the police.

#### 7.0 Regular off-site curriculum activities

7.1 These are off-site activities which are regular and which do not exceed half a full day.

7.2 Examples of these would include small groups going to local shops; Environmental outings, community visits, using public transport, swimming at local facilities, horse riding, and stable management.

7.3 Risk assessment logs should be completed accepting that the risk assessment has been read and undertaken and used to help plan the visit. The risk assessment has been provided by the venue or visited in advance of the excursion and written in light of findings. The risk assessment should be agreed with the Head Teacher in advance of the trip.

7.4 A mobile number must be recorded on the risk assessment log and the mobile taken must be fully charged.

#### 8.0 Educational Visits

8.1 These are off-site activities which are not regular, and which take up to half a day or a whole day.

8.2 Examples would include Cannock Chase, Museums in Birmingham, Barge Trip

8.3 These need to be planned well in advance and a more detailed Risk Assessment completed. Several risk assessments may need to be completed. They should be provided to the Head Teacher five days in advance of the trip.

8.4 For out of working hour's communication a named person will be available for emergency contact calls.

8.5 A mobile must be taken, number logged on the risk assessment log and be kept charged and turned on at all times.

8.6 The party leader will have carried out an exploratory visit prior to the excursion. If the party leader does not have prior knowledge of the area and a preliminary or exploratory visit is deemed to be impracticable, then detailed information must be sought from other sources. Under these circumstances extra care and thought will be needed in terms of reconnaissance, party control and supervision at the time of the visit and this will require experienced leadership.

#### 9.0 Support

9.1 Only those staff who have a good knowledge of the class involved will be able to take young people off-site.

9.2 The final decision as to who takes young people out rests with the Deputy Head Teachers or the Head Teacher.

9.3 Students new to the school and within their eight week assessment period upon commencement of the placement here at Overley Hall School will not leave the grounds of Overley Hall without permission and a risk assessment plan agreed either by the Head Teacher or the Head of Care. This is deemed necessary as the young person will not be fully assessed and could behave in a way which may not be predicted.

10 First Aid

10.1 The degree of First Aid Cover required on any off-site activity will depend upon the nature of the visit.

10.2 The group leader will always take a suitably stocked first aid box. They will consider the availability of first aid at the venue in the risk assessment.

10.3 A person will be appointed to be in charge of first aid arrangements and highlighted on the risk assessment log.

11 Transport

11.1 The driver of the bus will be MIDAS trained and is responsible for making appropriate checks with regard to the safety of the vehicle.

12 Arrangements

12.1 The catering manager should be informed the week before the excursion if young people will be having meals outside of Overley Hall

12.2 Young people's cultural or individual preferences should be adhered to whilst on excursions. Examples would be praying opportunity, halal meat requirement, gluten free diet and clothing differences.