

	Approved By:	TLT	THE LODDON FOUNDATION LTD
	Owned By:	EDU	Off Sites

Off-site visits policy

Introduction

The Loddon School has adopted the term 'off-site visit' to describe any educational or recreational activities organised or supported by The Loddon School staff which takes place beyond the boundaries of the school's premises or grounds.

The Loddon School recognises the importance of effective health and safety management, and as such this policy forms part the school's provision for health and safety.

This policy is written with regard to:

1. DfE Guidance: Health and safety: responsibilities and duties for schools
2. DfE Guidance: Keeping Children Safe in Education 2021

Aims of off-site visits

The broad aims of our off-site visits are:

1. To be part of and experience the local community
2. To expand the horizons of children and young people – encouraging their access to art, heritage, culture, adventure, and the natural world.
3. To enhance curricular opportunities and provide access to life-enhancing educational and social experiences beyond the boundaries of the school.
4. To promote the independence of our pupils as learners and enable them to grow and develop in new environments.
5. To give all young people the opportunity to experience cultural, religious environmental, historical, and sporting events.
6. To enable young people to pursue individual interests and hobbies by taking part in a range of leisure activities.
7. To promote access to activities and opportunities experienced by children in family settings.

Off-site visits may include:

1. Trips to the countryside, to places of interest, leisure and entertainment
2. Trips to places of cultural, historical, or environmental significance
3. Outdoor adventure activities, including Duke of Edinburgh
4. Trips to the local community, including shops or using public transport
5. Trips to eat out in a variety of settings

Measures required for all off-site visits

1. No member of staff may take a child or children off-site without another staff member, parent or suitable adult present.
2. No member of staff may transport a child or children in their own vehicle.
3. A risk assessment for going off-site must be completed for every off-site visit. For most off-site visits, this is usually carried out by completing the 'Going Out Book'.

4. If the objective risk of the visit may be considered greater than that of a regular off-site visit, then a separate risk assessment must be completed in good time before the visit and agreed by a senior member of staff – high risk should be signed off by the Principal.
5. If a new place is to be visited a risk assessment visit should take place before the main trip happens to ensure the safe and enjoyable trip.
6. High risk trips should also be checked with Head of Finance in relation to insurance cover.
7. All outings must be led by a competent member of staff; usually a Team Coordinator, Teacher or Children's Services Manager or Learning and Care Coordinator.
8. All outings must be agreed, and counter signed by a senior member of staff.
9. All outings must be 'signed in' on return from the visit.
10. If going on a school vehicle a listed driver must be used. The driver will have been vetted by the manager in charge of vehicles.
11. Drivers must ensure that the vehicle is safe before the trip and complete a Vehicle safety checklist.
12. As well as completing the Going Out Book, if taking a child for a home visit, please also fill the signing out section of the Family Outing form, and if collecting a child from home complete the remaining section when signing back in.

Date reviewed	Reviewed by	Changes made	Next review due
19 th September 2022	GB	Additional measures written in to provide more detail in relation to higher risk and new trips.	Annually September 2023