



New Perspectives School

OFF-SITE VISITS POLICY

Policy Type: Education

Issue number: V1

Policy Issue date: 1/1/2023

Review date: 1/1/2024

Next review date: 1/1/25

Contents

1. Introduction.....	3
2. Driver and Vehicle Policy	3
3. Aims of Off-Site Visits	3
4. Roles and Responsibilities	4
5. Classification of Off-Site Visits	6
6. Off-Site Visits Procedure.....	7
7. Risk assessment	9
8. First Aid Arrangements.....	10
9. Emergency Procedures.....	10
10. Information to Parents/Carers and Informed Consent	10
11. Expectations of Behaviour	11
12. Supervision	11
13. Prohibited Off-Site Visits	11
14. Swimming in Natural Waters.....	11
15. Outdoor Adventure Activities.....	12
16. Visits abroad	12
17. Insurance	12
18. Implementation, Monitoring and Review	12
19 Sources of Information	12
Appendix 1.....	13
Appendix 2.....	13
Appendix 3 Record of Off- Site Visit Form	15
Appendix 4.....	15

New Perspectives School

OFF-SITE VISITS POLICY

1. Introduction

For the purpose of this policy, New Perspectives School has adopted the term 'off-site visit' to describe any educational or recreational activity organised by the school which takes place beyond the boundaries of New Perspectives School main premises. Off-site visits may include:

- educational trips to places of cultural, historical or environmental significance;
- recreational trips to places of interest, leisure or entertainment;
- outdoor adventure activities including Duke of Edinburgh;
- overnight stays and residential visits in the UK
- Visits abroad.

New Perspectives School recognises the importance of effective health and safety management and as such this policy forms part of the New Perspectives School Health and Safety Policy and Safety Management System. This policy is written with full regard to:

- National Guidance produced by the Outdoor Education Advisors panel ([OEAP](#))
- DfE Guidance: Health and Safety Advice on Legal Duties and Powers
- DfE Guidance: Keeping Children Safe in Education 2015
- Independent School Standards (revised January 2015)

2. Driver and Vehicle Policy

New Perspectives School provides comprehensive guidance on all aspects of driving on company business in the New Perspectives School Driver and Vehicle Policy. Issues addressed include:

- Responsibility for safety
- Driver assessment and competence
- Drivers' licenses
- Maintenance of vehicles
- Passenger safety and seating arrangements
- Route selection
- Driving hours and restrictions
- Mobile telephones and communication; and
- Emergency procedures.

All staff involved in visits off-site must have read, understood and accepted both this Off-Site Visit Policy and the Driver and Vehicle Policy. All staff transporting children in any vehicle, must have completed the VRM online assessment, mentoring and licence checking process.

3. Aims of Off-Site Visits

The aim of any off-site visit will depend on whether it is an education or recreation-based activity. However, the broad aims of our off-site visits are:

- To expand the horizons of children, opening their eyes to the wonders of areas such as art, heritage, culture, adventure and the natural world;
- To enhance curricular opportunities and provide access to life-changing educational and social experiences beyond the classroom;

- To promote the independence of our pupils as learners, and enable them to grow and develop in new learning environments;
- To give all children the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally.

4. Roles and Responsibilities

The names of persons responsible for off-site visits are outlined in Appendix 2

Coronavirus Covid-19

As we continue to experience the presence of the Corona virus Covid-19 across the country responding to this must form part of the thinking and planning for all off site activities. This is a responsibility we all share regardless of our roles or accountabilities within the process. Every place you consider visiting also shares this responsibility and should have in place a plan identifying the risk and a management strategy.

You must include in all activity planning:

- Your Covid management plan(which is part of your site Covid risk assessment)
- The Covid management plan of the venue or activity you are visiting

Insurance

All off sites visits must be discussed with the Head Teacher as part of the planning process to ensure they are covered as part of the current insurance provision. The insurance market has been impacted by the Covid Pandemic so general policies havemore exclusions and restrictions and greater range of activities are viewed as specialisms requiring delivery under professional memberships and qualification auspices.

4.1 Health & Safety Manager (HSM)

Whilst the overall responsibility for health and safety at New Perspectives School rests with the Directors of Care Perspectives, responsibility for the management of all health and safety matters has been delegated to the Head Teacher of New Perspectives School.

The role of the Head Teacher in respect of off-site visits is to:

- Act in the role of Educational Visits Co-ordinator, in accordance with DfE guidance;
- Ensure visits are planned and delivered with due regard for current legislation and best practice;
- Liaise with the setting's training manager/administrator to ensure that all relevant staff receive appropriate training in accordance with their roles and responsibilities;
- Deliver suitable training to staff to enable them to discharge their duties in respect of off-site visits;
- Be available to provide advice, support and guidance to any staff planning an off-site visit;
- Be informed about all planned and agreed L2 activities and receive a copy of the locally signed authorisation.
- Externally vet visit planning and risk management for Level 3 visits including sign off;
- Liaise with the Board and the Group Operations Manager ensuring L3 residential visits are approved and signed off by the Directors and that they are informed of higher risk L3 and all L2 visits as per the requirements of this policy.

4.2 Off site visit leader training

The Head Teacher will be responsible for the delivery of Offsite Visits Training and the vetting of the higher level three risk assessments plus approvals. Acting as first point of contact for the setting in regards to the visits planning process andkeeping other members of the senior operational team's schools and residential care as required and to discuss any specific areas requiring senior operation input.

4.3 Head Teacher

All educational visits must first be agreed by the Head Teacher or their deputy in their absence.

The role of the Head Teacher is to ensure that:

- the off-site visit complies with all New Perspectives School policies and procedures;
- the Visit Leader has sufficient experience and training to manage the group and activities safely and effectively;

- a suitable and sufficient risk assessment has been completed and appropriate safety measures put in place;
- the ratio of staff to children is appropriate;
- travel times out and back are known and a contingency plan exists for any delays; and
- all necessary documentation has been completed appropriately.
- Approval has been sought to run and plan L3 visits

The role and responsibilities of the Head Teacher may be delegated to the Deputy Head Teacher as appropriate for all Level 1 off-site visits.

4.4 Visit Leaders

The Visit Leader has overall responsibility for the supervision and conduct of the visit and should have been approved by Head Teacher. All Visit Leaders must have completed New Perspectives School Off-Site Visit Training.

The Visit Leader must:

- follow all New Perspectives School policies and procedures including the Driver and Vehicle Policy;
- undertake and record a unique comprehensive suitable and sufficient risk assessment of the off-site visit, and where using a standing assessment ensure they, and accompanying staff, are aware of its contents;
- seek authorisation for the off-site visit before it takes place;
- ensure that other staff are fully aware of the nature of the visit, their specific responsibilities and the findings of the risk assessment;
- ensure that the appropriate qualifications are held by staff or third party providers for the activity proposed;
- ensure that children are briefed on the nature of the activity, expectations of their behaviour and any specific health and safety messages;
- ensure that the ratio of staff to children is appropriate for the needs of the group;
- practice dynamic risk assessment throughout and stop the visit if the risk to the health and safety of the children or staff becomes unacceptable;
- ensure that consent has been obtained for every child on the visit; and
- ensure that appropriate first aid provisions are in place and that any required medication has been collected and checked before the visit leaves site.

4.5 Other Professional Staff incl. Teachers, Pastoral Lead, Mentors, etc.

All members of staff have a responsibility to adhere to all New Perspectives School policies, procedures and guidance.

Staff should also be aware of their statutory obligations for health and safety placed upon them under the provisions of the Health and Safety at Work Act 1974 viz. it shall be the duty of every employee while at work:

- To take reasonable care for the Health and Safety of her or himself and of other persons who may be affected by their acts or omissions at work;
- To co-operate with the employer in the implementation of statutory Health and Safety requirements when required to do so;
- To ensure that they do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions
- To report any equipment defects, potential hazards or accidents which occur in the workplace via their line manager; and
- To follow the employer's training and procedures.

These duties apply in all circumstances where a member of staff acts in their capacity as an employee of New Perspectives School both in school, and on off-site visits. Staff are also reminded of their legal obligations associated with the common law 'duty of care' they owe towards the children and staff of New Perspectives School.

5. Classification of Off-Site Visits

The following types of visit have been defined in order to identify the level of risk control, parental consent and managerial accountability required. A list of what are deemed to be higher risk activities can be found in Appendix 1.

Level 1	For visits carried out wholly during the school day or care hours		
Notice Period: minimum 1 hour	Risk: Low – Medium	Distance: max. 75 miles	
Examples include: local educational visits, walking trips and participation in sporting activities/events (including swimming at a lifeguard-supervised pool)			
Parental Consent:	Consent sought during initial admission procedures, email notification of visits planned.		
Risk Assessment:	Visit Leader to complete a locally developed L1 Off-Site Visit Form and Risk Assessment (Appendix 3) completed by hand		
	Pre-defined risk assessment for company vehicles and general issues.		
	Providers' risk assessment (where available)		
Approval:	Pre-visit or discussion with staff who have previously visited location		
	Annual approval at the start of every academic year by Head Teacher		
Notification:	Day-to-day approval by Head Teacher or Deputy Head		
	Email or verbal notification to Head Teacher departure		
	Notification to Care Perspectives Directors not required		

Level 2	For visits extending beyond the normal school day or having some increased risks or complexity involved in the venue/activity.		
Notice Period: minimum 2 weeks	Risk: Low – Medium	Distance: max. 150 miles	
Examples include: day visits to theme parks, attractions and national events			
Parental Consent:	Informed signed consent required from parent or carer together with updated medical information for child.		
Risk Assessment:	Unique interactive risk management document completed by Visit Leader in consultation with senior staff using interactive spread sheet		
	Pre-visit or discussion with staff who have previously visited location unless provider has the LOTC Quality Badge*		
Approval:	Visit approved and signed off by Head Teacher on receipt of completed risk assessment and plan 5 days prior to departure.		
Notification:	Advanced notification to the Head at planning stage. Head's line manager notified at planning stage and sent completed summary sheet, checklist and contact list prior to visit departure.		
	Notification to Head Teacher required at planning stage by email of signed visit approval form.		

Level 3	Low to high risk visits involving residential or foreign travel and day visits involving higher risk activities (as defined in Appendix 1).		
Notice Period: min. 3 -12 months*	Risk: Low - Medium - High	Distance: unlimited	
Higher risk: 1 week – 1 month**			

*Residential trips: UK - 3 months, Foreign travel – 6 months' notice minimum

**Higher risk activities: Repeated/regular activity - 1 weeks' notice, unique 1 months' notice

Parental Consent:	Informed signed consent required for each visit with updated medical information/consent form
Risk Assessment:	Off-Site Visit Form and Risk Assessment completed by Visit Leader Unique interactive risk management document completed by Visit Leader in consultation with senior staff using interactive spread sheet

	Pre-visits are required unless provider is a LOTC Quality Badge holder. Foreign travel must be conducted using recognized travel specialists.
	Full paperwork from all providers required with comprehensive risk assessment for all activities.
Approval:	Visit approved and signed off by Head Teacher on receipt of completed risk assessment and plan. Head to send line manager complete summary sheet, checklist and contact sheet from management document.
	External verification/approval of L3 RA by Directors following sign off by head teacher ideally 10 days prior to departure
Notification:	Advanced notification to Head at planning stage using visit approval form.
	Notification to Care Perspectives Directors required at planning stage by email of signed visit approval form, which must be in place before any visit is booked.

The LOTC Quality Badge is a nationally recognised indicator of good quality educational provision AND effective risk management. For more information visit www.lotc.org.uk/

6. Off-Site Visits Procedure

It is the belief of the company that all staff should be encouraged to organise and take children on off-site visits. The planning procedures, outlined below, are designed to ensure that the following standards are adhered to:

- Visits are of a suitable social, educational, recreational nature;
- As far as reasonably practicable the safety of both staff and children is assured;
- Informed consent for visits is always sought;
- The visits are financially sound;
- That all children have equal access to off-site opportunities; and
- Senior staff approve all visits.
- The authorising member of staff must always notify their line manager of an intended level 2 and 3 visit and follow this up by sending the completed emergency contacts and checklist sheets from the risk assessment.

To ensure that these standards are complied with, all Visit Leaders are required to follow the planning stages outlined below:

1. In order to ensure visits are comprehensively planned and risk assessed with appropriate consents, approval and notification where possible the following notice periods for approval and planning should be adhered to:
 - Day trips within 75 miles – 1 hour minimum (visits pre-planned and assessed at start of academic year)
 - Day trips within 150 miles – 2 weeks
 - Residential trips – 3 months
 - Overseas travel – 6 months minimum
2. Discuss the initial idea with an appropriate senior member of staff and identify the reasons why the visit is being organised, taking into account the aims and the types of visits referred to above. Visit Leaders should discuss their ideas with an experienced member of staff who has organised off-site visits in the past. At this stage the Off-Site Visit Approval Form (Appendix 4) should be completed and signed off by the Head Teacher for level 2 (once approval from the directors has been given) for level 3 visits. Details of all level 2 and level 3 visits must also be discussed with the Head Teacher, at outline planning stage. All staff should ensure the risk benefits of the visit have been included in the authorisation form or the hand written L1 form if the visit is low risk.
3. While pre-inspection of venues is strongly recommended for all level 2 and 3 visits, necessary information may be obtained via discussion with staff who have already visited the venue, use of Google Street View or directly from any provider who holds the LOTC Quality Badge. You can search for LOTC Quality Badge holders by area or by type, quickly and easily on the [LOTC Quality Badge website](http://www.lotc.org.uk/). Use of a recognised travel provider will discharge this requirement for overseas travel with the agreement of the Head Teacher.

4. Ensure the Visit Leader has undertaken company visit leader training within the last 3 years. And is competent to lead the intended visit or if not has access to suitably qualified staff either internal or by use of a third party provider.
5. Decide on the number, age-range and names of the children that will be taken, together with costs and possible dates for the visit. Ensure arrangements do not clash with other school arrangements including scheduled visitors, statutory reviews and school exams.
6. Identify additional staff members who may be suitable to accompany the Visit Leader. Issues to consider when selecting appropriate staff should include their knowledge, skills and experience of working with children on the visit, team-teach status and first aid training .

In the event of a large mixed party or residential visit, an appropriate number of male/female staff must accompany the group. For residential visits the risk assessment may indicate the need for waking night supervision and a suitable number of extra staff will have to be taken to meet this extra requirement.

Where necessary appropriate cover should also be arranged to ensure the education and care of other children is not compromised by the absence of key staff.

7. Complete all necessary documentation as defined under Section 4 'Classification of Off-Site Visits' and seek approval from the appropriate senior member of staff e.g. Head or Deputy Head Teacher
8. The senior member of staff authorising the visit will ensure that their direct line manager is notified of the intended visit at this stage for all level 2 and 3 visits.
9. Before leaving site for any visit, the following items and documents should be in your possession:
 - mobile phone (ensuring that it is charged prior to the journey and switched on) number to be the same as on visits checklist;
 - first aid kit/s appropriate for the visit and medical needs;
 - any medication and associated documentation detailed in the off-site visit form or interactive risk management document (medication should be stored securely for the duration of the visit and its administration recorded as detailed in New Perspectives School Medications Policy);
 - means of payment for emergency expenses;

For Level 2 and/or 3 off-site visits only

- medical information/consent forms;
 - completed and signed interactive risk management document;
 - completed emergency management plan;
 - Register of children's emergency contact details of parent/carer/ legal guardian (Level 2 & 3 visits only).
10. Deputy/Assistant Head Teacher to give verbal or email notification of off-site visit to Head Teacher, on departure (Level 1 visits only).

For Level 2 and/or 3 off-site visits only

11. Once outline approval has been granted by the Head Teacher, information on all level 2 and 3 visits must be emailed to Care Perspectives Directors using the signed visit approval form. Details should include:
 - proposed dates
 - venue and itinerary
 - number of children
 - Visit Leader
 - total cost
12. Written notification along with a request for consent must be sent to parents/carers at least 2 weeks in advance for all Level 2 visits; and detailed information including itinerary, consent form and updated medical information/consent must be sent to parents/carers for all residential Level 3 visits at least 1 month in advance (2

weeks in advance for high risk non-residential Level 3 visits). In addition, court and/or social worker approval for Section 20 and 31 children must be sought ASAP, if the visit involves the child leaving the country.

13. Using the following information the visit leader is to complete all applicable sections of the interactive risk management document:
 - individual care/placement plans, behaviour management plans and risk assessments;
 - providers' risk assessment information, activities and events schedule;
 - medical information/consent form (Level 2 and 3 visits)
 - PEEPS for children requiring additional during an evacuation situation.
14. For all level 3 visits an administration file is to be created by the Visit Leader with a list of all the children taking part in the visit. Responsibility for compilation of this file may be delegated to a designated administrator and should include the following information:
 - Individual behaviour management plans and risk assessments;
 - A selection of blank records incl. incident, accident & injury, information and RPI forms;
 - Emergency contact details and medical information/consent forms;
 - Details of a staff recovery team to travel to pick up ill / children who are struggling or take the place of incapacitated members of staff;
 - Additional health information including administration of medicine records; and
 - Checklists to ensure all essential documents have been gathered.
 - PEEPS
15. Identify the senior contact at New Perspectives School who will hold all information regarding the visit in case of emergencies for overnight and foreign visits. This contact must be 24/7 and be in a position and trained to make key decisions and instigate the New Perspectives School Critical Incident Plan, if required. (usually the Deputy or Head Teacher)
16. For level 2 visits the completed document must be emailed to the Head Teacher, for vetting and sign off, 5 days prior to departure.

For Level 3 activities the Head will check and vet the RA then the document must be sent 10 days prior to departure via email to the Directors for final approval and sign off.

Only once all parties have signed off on the document and process, can the document be printed. (It is essential that the same document is circulated to all parties and any amendments are made on the original document).
17. Once signed off the Head Teacher should forward a signed copy of the front summary page, the emergency contact sheet and checklist sheets to their immediate line manager.
18. Post visit the Visit Leader should return the plan B section of the interactive risk management document with feedback on the visit to the Head Teacher. This should be filed along with a copy of the visits records as evidence of learning outcomes (where appropriate) and to assist future visit planning.

7. Risk assessment

In line with New Perspectives School Health and Safety and Risk Assessment Policies the company is committed to the proportionate and sensible management of risks. Risk assessment is the recognised path to achieve this and is also a requirement of current legislation. All off-site visits will require assessment the level of which will be determined by visit type and persons involved. Risk assessment and management is not about the elimination of risk but the reduction of risk to an acceptable level. For level 1 visits the off-site visits form (see Appendix 3) is to be hand written by the visit leader which contains a summary of the significant risks identified along with their controls. For level 2 and 3 visits a more in depth risk assessment is required using the company interactive visits management document. Visit leaders are to complete this form in consultation with senior staff and Care Perspectives Directors.

In all cases each activity must have a unique and new risk assessment created for it where adequate consideration is given to the children and staff attending along with the risks / benefits associated with the activity. This must be

completed by the intended visit leader on the current updated School paperwork. The use of generic statements re control of risk is to be avoided with the supplied statements addressing the specific risks raised. Where it is suspected that an old risk assessment has been copied and pasted the assessment will not be authorised and the disciplinary procedure may be instigated due to the disregard to the health and safety of the children and staff involved.

New Perspectives School also requires all staff to practice dynamic risk assessment on an on-going basis throughout any off-site visit and respond appropriately. Any significant variations should be recorded in the 'Plan B' section of the interactive risk management document.

For regularly scheduled Level 3 activities delivered by your staff team or by the same provider (e.g. Horse-riding lessons, PE climbing, mountain biking, caving etc.), An authorised annual standing L3 assessment (Sept – Sept) and approval will be permitted using a level 1 visit form to record details of the days, timings and children attending.

8. First Aid Arrangements

The Visit Leader should have a good working knowledge of first aid on any level of visit and it is their responsibility to ensure that the appropriate first aid provisions are in place:

- EFAW (Emergency First Aid at Work, 1 day course) minimum cover for any level of visit
- FAW (First Aid at Work 3 day course) required when medical assessment informs an increased level of risk and for all residential and foreign visits. A FAW is needed for any activity delivered on a standing L3.
- Paediatric first aid where any participant child is under 8 years of age

All adults in the group should know how to contact the emergency services and the identity of the assigned first aider/s. First aid provision planning can draw on the resources at the venue or the provider's provision as part of the plan.

The completed first aid assessment in the interactive risk management document will allow the Head Teacher, Business Manager, Lead First Aider and Specialist practitioner (for specific health issues) to determine the number of first aid staff required along with the appropriate level of qualification. Additional actions re: medication and specialist training due to specific medical issues affecting children and staff on the visit will be recorded in the assessment which Visit Leaders must follow. When visits are undertaken to a managed site or activities are planned with external activity providers consideration can be given to include their first aid provision in the risk assessment process.

9. Emergency Procedures

Emergencies can cover a multitude of scenarios but will include accidents to staff and children, breakdown of or accidents involving transport, children running away or engaging in serious behavioural incidents. The senior leadership team and visit leaders will be trained how to evaluate and respond to emergency situations. In the event of an emergency visit leaders will use and complete the incident log which forms part of the interactive management document. New Perspectives School along with its parent company (Care Perspectives) will ensure suitable Critical Incident Plans are in place to provide immediate and sustained support to all staff involved in emergency situations.

10. Information to Parents/Carers and Informed Consent

No child at New Perspectives School will be allowed to take part in any off-site visit without the appropriate level of consent being in place.

In making parents, carers and local authority representatives aware of the kind of off-site visits undertaken at New Perspectives School during the interview/admissions process, they have sufficient knowledge to provide informed 'blanket' consent for all level 1 activities, which are seen as learning outside the classroom. The school should notify carers about such activities on a day-to-day basis as a matter of courtesy and to ensure children arrive at school suitably prepared.

Informed parental consent for level 2 off-site visits is always sought from those with 'parental responsibility' in advance of the visit taking place. Where a child is under the care of the local authority, consent will be sought from a nominated representative of the local authority.

Parental consent will always be sought independently for all level 3 off-site visits. At which stage comprehensive information will be provided on the nature of the visit/activity, location, dates, times, modes of travel, details of accommodation, size of the group, levels of supervision etc.

Children under a Section 20 or 31 care order must have permission granted by a court or social worker before being taken out of the country.

11. Expectations of Behaviour

It is expected that all normal codes of dress and behaviour will be maintained on any off-site visit. Specific arrangements regarding each visit should be discussed with the Head Teacher before the visit goes ahead. It is the responsibility of the Visit Leader and accompanying members of staff to ensure such standards are complied with. The children and staff should be aware that they are representing the school at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the establishment into disrepute. Children should be aware that inappropriate behaviour could risk their being returned to the setting early and jeopardise their chances of taking part in further visits.

Given the nature of our schools and the children in our care, behavioural incidents may occasionally occur. If an incident is realised, the visit leader will be responsible for moderating the behaviour or removing the child from the venue/activity. In addition, the visit leader will be responsible for liaising with any provider or third party to ensure any reputational or physical damage is addressed appropriately.

The Head Teacher and Care Perspectives Directors must be notified of all such incidents, as soon as reasonably possible.

12. Supervision

The appropriate supervision and management of children with social, emotional and behavioural difficulties is essential irrespective of their location. However, the additional risks posed by off-site visits, necessitates even greater vigilance.

All staff at New Perspectives School are expected to adopt a proactive approach to supervising and monitoring the location and behaviour of children. There are no fixed staffing ratios as the management of each visit will be informed by the type of visit and the individual risk assessments of the children taking part. That said, there should always be sufficient competent staff to cope effectively with emergencies. All staff taking part in the visit must carry suitable ID for use in the event they are challenged in relation to authority or on the use of positive handling / PRICE RPI holds.

The Visit Leader should also establish rendezvous points and tell children what to do if they become separated from the group. In the event that a child is seen or believed to have deliberately left the group then the Visit Leader should employ the procedures outlined in New Perspectives School missing from Education policy.

13. Prohibited Off-Site Visits

Under no circumstances should staff invite/permit a child to visit to their own home or that of a family member, colleague or friend. Furthermore, staff must not invite/permit any ex-pupils under the age of 18 to visit their own home or that of a family member, colleague or friend.

No visit shall take place unless authorised by the appropriate senior member of staff and the consent of the child's legal guardian.

In line with current BAPE guidance no school visits to any form of trampoline warehouse facility will be authorised. Certain higher risk L3 activities (usually requiring an insurance waiver) cannot take place without the explicit agreement of the company Directors. Where a waiver is used the visit leader must check that all terms and conditions are in line with care standards applied to our children.

14. Swimming and other activities on, in or near natural waters

Swimming in the sea, open or other natural waters along with activities such as river crossing, coasteering, gorge walking, fishing, dipping and geographical investigation are potentially dangerous activities. It is the policy of New Perspectives School not to allow such activities unless suitably trained staff are present with rescue equipment. In addition, staff should know the waters being used which should be suitable for the planned activity. Any visit where swimming or activities in natural waters is planned will be classed as a level 3 activity and suitable consent plus approval must be sought. Staff should exercise their own judgement on what constitutes paddling in the sea, but no child should go beyond knee depth when walking by the sea and this subject to prevailing weather conditions.

15. Outdoor Adventure Activities

If a member of New Perspectives School staff is to organise, lead and instruct children on adventure activities including Duke of Edinburgh they must demonstrate competence by holding the relevant National Government Body (NGB) award where it exists and suitable experience in leading such enterprises. All such activities are level 3 and require full completion of the visits management document. (A list of level 3 higher risk activities can be found in Appendix 1 of this policy).

When planning to use adventure activity facilities or services provided by a commercial company, the visit leader must ensure that the provider holds any statutory licence required under the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996 (AALA centres). In addition the provider will be expected to provide their risk and method statements for the proposed activities.

16. Visits abroad

Travelling abroad can be hugely rewarding for children and adults alike, but it is important that careful preparation takes place and a suitable amount of time is allowed to plan and prepare. Given the complex nature of managing such visits coupled with additional risks and insurance implications, it is the policy of New Perspectives School that all visits abroad are accompanied by a member of New Perspectives School Leadership Team.

17. Insurance

The insurance landscape has changed as a result of the Covid pandemic. This has led to off-site activities needing to be discussed with the Head Teacher to ensure they are covered under the current Public Liability policy. Where an activity is not covered you will be asked to provide comprehensive information on the activity, the provider, their training and insurance which can be used as an application for a waiver to include this in the policy schedule. This will require activities to be planned with far greater notice to allow time for this process to be used.

The insurance policies carried by New Perspectives School cover most level 1 and 2 activities and associated transport of children. However, it is the responsibility of the Head Teacher to ensure that there is suitable insurance in place for all level visits involving higher risk and residential activities. In all such cases where doubt on the level of cover exists the Head Teacher will liaise with insurers. Appropriate travel insurance must be taken out for any foreign visit.

18. Implementation, Monitoring and Review

The designated senior members of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Off-Site Visits Policy' at New Perspectives School are the Head and Deputy Head Teacher. The designated members of staff are also responsible for ensuring that all children, staff, parents/carers and placing local authorities are aware of our policy on Off-Site Visits.

This policy document will be reviewed at least annually by New Perspectives Governing Board led by the Head Teacher alongside members of New Perspectives School SLT. And if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice. Following the annual review, this policy will be submitted to the New Perspectives School Governing Board for final approval before being formally adopted and communicated to all relevant staff.

Staff will be asked to review and evaluate all off-site visits and feedback any significant findings to senior staff, who will in turn communicate important information to the Head Teacher, as appropriate. From time to time the Head Teacher will take part in or inspect off-site visits to check their compliance with policy and practice. Off-site visits will form part of the New Perspectives School quality assurance process.

19 Sources of Information

The following web links offer further information and advice on the planning and delivery of off-site visits:

- Council for Learning outside the classroom: <http://www.lotc.org.uk/>
- Outdoor Education Advisors Panel: <http://www.oeap.info/>
- HSE: <http://www.hse.gov.uk/services/education/school-trips.htm>

Appendix 1

Higher risk activities subject to level 3 authorisation and assessment if operated externally and specific H&S authorisation, parental consent and risk assessment if delivered in house (refer to settings Risk Assessment policy)

- All activities in 'open country' such as D of E expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing/kayaking
- Sailing/windsurfing/kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing, jet ski , wake boarding
- Fishing at moving water, from a boat or geographical river investigation
- Paintball and laser tag (indoor laser quest is exempt and is covered under level 1)
- Snorkel and aqualung activities
- Hill walking and Mountaineering sustained over 1500 ft
- Mountain biking and trail biking away from a public road
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration (except designated 'Show' caves)
- Shooting (air rifle, air pistol, clay Pidgeon, game) and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)includes, hang and paragliding and parachute drops
- Horse riding and equine related activities, includes any activity where a child sits on a horse
- Motor sport (including go karts, buggies and motor trail bikes) – all forms
- High level ropes courses
- Trampoline lessons and activities at a suitable sports facility
- Contact sports other than football
- Martial arts and boxing
- 'Extreme' sports (Parcour, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

Any activity requiring the completion of an insurance waiver (these will be subject to specific approval by Care Perspectives Directors)

This list is not exhaustive or fully inclusive and advice from the Head Teacher and Directors should be sought before taking part in adventurous activities of any sort.

Prohibited activities:

Use of trampoline warehouse facilities and other providers where trampolines are available to use without suitably NGA qualified staff.

Any of the above without the express permission of the Head Teacher, Care Perspectives Directors and New Perspectives insurers

Appendix 2

Persons responsible for visits at New Perspectives School

Head Teacher: Michelle Baker

Deputy Head Teacher: Elizabeth Hammond

Appendix 3 Record of Off- Site Visit Form

NEW PERSPECTIVES SCHOOL RECORD OF OFF-SITE VISIT LEVEL1

Date		Time Out	<i>am pm</i>	Time In (anticipated)	<i>am pm</i>
-------------	--	-----------------	--------------	------------------------------	--------------

Mode of Transport (type and reg): *please tick*

**please specify*

School Mobile Telephone Number: *please tick*

Staff

Visit Leader		First Aider		Qual	
Other Staff					

Seating Plan *to be completed before departure in any vehicle*

← <i>Driver</i>				

Please include child's surname and first initial in both the seating plan and Children box below.

Children *only to be completed if a vehicle is not being used*

Destination:	Activity (Description of including reason and benefits to children)			
<i>Have you contacted the organisers/venue to confirm your activity is still viable? Rec. Visits Only</i>				
	Yes	No	N/A	

Further Details: *please outline the route to be travelled to and from destination*

--

Medication

Child's Name	Medication	Dosage	Staff Signature/ Position	Date	Time am/ pm	Senior Staff Signature*/ position

Please ensure all records are completed in black or blue ink to assist photocopying. Revised 15-8-17

NEW PERSPECTIVES SCHOOL RECORD OF OFF-SITE VISIT RISK ASSESSMENT

How to use this form

1. Identify significant potential hazards e.g. sunburn, injury from fall, running away etc.
2. Identify those affected by the hazard e.g. *Child (CH) Staff (S), Other Children (OC) or Other Adults (OA)*
3. Determine the Severity of Outcome: ① Inconvenience ② Distress ③ Minor Injury ④ Major Injury ⑤ Incapacity or Death
4. Determine the Likelihood of Outcome: ① Very Unlikely to happen ② Unlikely ③ Possible ④ Probable ⑤ Certain to happen
5. Calculate risk (Severity x Likelihood) and identify whether it is Low (1-7), Low Med. (8-10), High Med. (11-16), High (20), Very High (25)
6. Identify what measures have been taken to reduce the severity or likelihood of harm e.g. use of sun cream to minimise risk of sunburn.

Activity:	No. of Staff <i>incl. TT Status</i> :	NO of children:		
Does the nature of this activity require an additional assessment? If yes read before completion.		Yes	No	N/A
Have you read a copy of the providers' risk assessment information, activities and events schedule?		Yes	No	N/A
Have you read the vehicle risk assessment for use on level 1 visits?		Yes	No	N/A

Additional Hazards Identified	Person(s) Affected Use initials	Severity (1-5)	Likelihood (1-5)	Risk Calc $S \times L$	Risk Level <i>Circle as appropriate</i>	Measures to Control Risk
Missing from care /Ed		4			L LM HM H VH	
Failure to follow instruction		5			L LM HM H VH	
Road Safety RTA)		5			L LM HM H VH	
Getting lost in crowds		3			L LM HM H VH	
Returning with inappropriate items/ Theft		4			L LM HM H VH	
Behavioural incident					L LM HM H VH	
Activity risk 1:					L LM HM H VH	
Activity risk 2:					L LM HM H VH	
Activity risk3:					L LM HM H VH	

*Signature of Staff (Risk Assessor)	Assessment devised by: PRINT NAME	Date
*Signature of Senior Staff (Risk Assessor)	Assessment countersigned by: PRINT NAME	Date

Appendix 4

New Perspectives School Level 2 and 3 Visits Approval Form

This form must be submitted to the Head Teacher/Deputy:

- a minimum of 2 weeks in advance of a level 2 visit taking place
- a minimum of 1 month in advance of a level 3 higher risk activity taking place
- a minimum of 2 months in advance of a level 3 residential visit taking place
- a minimum of 6 months in advance of a level 3 foreign visit taking place

This form must be signed and returned by the Head or Deputy for level 2 visits before any financial commitment to the visit or promise to pupils is made.

This form must be signed and returned by the Head Teacher to the Directors via email for level 3 visits before any financial commitment to the visit or promise to pupils is made.

Permission is granted on the understanding that the current school policy on off-site visits will be followed and that the required risk assessments and control procedures will be put in place.

Visit Leader:		Accompanying staff:	
Destination:		Has pre visit taken place:	
The purpose and specific educational objectives of the visit (include risk benefit summary):			
Approximate cost:		Date depart:	Date return:
Number of pupils involved and names if known: Male: Female:			
Details of proposed transport:			
If an external provider is being used please give brief details (company name, qualifications held, reasons for choosing):			
Details and address of any accommodation being used:			
Details of the proposed programme (itinerary, details of any activities deemed high risk as per policy):			

Outline permission to run the visit is given subject to the conditions above and the submission of a suitable and sufficient risk management plan.

Head Teacher(Level2 & 3):..... Date:.....

Head Teacher (Level 3):..... Date:.....

Directors (Level 3) Date:.....