

## INSTRUCTIONS TO BE FOLLOWED IN PREPARING FOR AN OFF SITE VISIT (OSV)

### Definitions

An OSV is to be considered as a visit to any location that does not belong to the school.

An OSV is to be defined as either a short stay visit (the visit leaves and returns to the school on the same day), or as a long stay visit.

### Approval

Before any detailed planning is undertaken approval in principal should be obtained from the Headteacher. This approval may be given verbally.

All short stay and long stay visits, excepting those to participate in school sports, must then be approved by the Head prior to the visit taking place. Approval is to be granted by the signing of the appropriate application form.

### Information

Parents or guardians are to be given the following information regarding details of OSV and they are to reply by signing a consent form before their child may accompany the class on the visit.

#### Short Stay Visit:

- Date
- Location
- Travel arrangements, (e.g. by Bus)
- Lunch arrangements, (as required)
- Outline timings of visit
- Financial arrangements, (as required)

### Parental Consent

The Parental Consent form that requires signing prior to the pupil attending a visit is to make a demand as necessary for additional information that may be required by the group leader.

### Risk Assessments

All OSVs are to be the subject of an independent Risk Assessment. The Risk Assessment is to be carried out by the visit organiser. However as it is only necessary to record the details of any significant risk it may not be necessary to record any findings. (A Risk Assessment that records the hazards associated with all OSVs is part of this policy and need not be duplicated). Appropriate Risk Assessment detail must be recorded on the 'Application for Approval' form.

## Group Leader

One teacher (the Group Leader) must have overall responsibility for the supervision and conduct of the visit. The Group Leader is to be detailed on the application form. The Group Leader is to appoint a nominated deputy for the duration of the visit.

In addition to the requirements of this instruction the Group Leader should:

- Follow any regulations or guidelines or policies issued by the Board of Governors.
- Define each supervisor's role and ensure tasks are assigned to each.
- Be familiar with the location/centre where the activity is taking place.
- Be aware of child protection issues.
- Ensure adequate First Aid provision is available.
- Ensure a sufficient staff/pupil ratio.
- Have information concerning pupils' needs available as required, i.e.
  - Any allergies or phobias
  - If anyone is on medication and whether it can be self-administered
  - Details of any infectious diseases suffered within preceding 3 months
  - Details of recent illnesses
  - Telephone number of family GP
  - Special dietary requirements
  - Details of sufferers from travel sickness
  - Swimming ability
  - Activities in which the child may not participate
  - Home telephone number and address
  - Alternative telephone number and address in case of emergency
- Ensure an 'Action in an Emergency' briefing is given to pupils and staff.

## Demarcation of Responsibility

Responsibility for the safety of the group must be clearly defined. It is essential that at all times each member of the party and all internal or external staff knows exactly who they are responsible for and the extent of that responsibility.

## Staffing Levels

Staffing levels will be dependent upon the activity that is to take place, and levels are to be recorded as part of the approval procedure. Staffing levels are to be determined depending upon:

- Number of pupils participating
- Age of pupils participating.
- Activity to be undertaken.
- Length and duration of visit.

- Arrange for Clarion Call/Emergency Contact list to be set up for each visit.
- Our current insurance is with HSBC and this covers all day trips – any concerns regarding trip insurance should be addressed to the Bursar.