

The logo features a blue trapezoidal shape containing the text 'The Kite Academy Trust' and 'Flying high together'. Below this, four wavy lines in blue, green, red, and purple extend downwards and to the left, resembling kite tails. A small green curved line is positioned below the purple tail.

**The Kite  
Academy  
Trust**  
Flying high  
together

# **KITE ACADEMY TRUST**

## **OFF-SITE POLICY**

P1115

# Contents

1	Introduction .....	1
2	Definition .....	1
3	Roles & Responsibilities .....	1
4	Equal Opportunities.....	2
5	Staffing .....	2
6	Assisting Adults.....	3
7	Child Protection Considerations.....	4
8	Venues.....	4
9	Costs .....	4
10	Transport.....	4
11	Risk Assessment.....	6
12	Information for Parents.....	6
13	Planning and Approval .....	7
14	Visits abroad .....	8
15	Data Protection.....	10
	Document Management .....	10
	Appendix A – Guidance for Planning & Preparation for an Off-site Activity .....	11
	Appendix B - Risk Assessment Information & Guidance.....	13
	Appendix C - Risk Assessment Template for Off Site Educational Visits .....	14
	Appendix D - Template Letter for an Off-site Activity .....	16
	Appendix E – Guidance for Supervising Children on Off-site Activities.....	17
	Appendix F - Driver/Vehicle Information Form.....	18
	Appendix G - Permission to Take a Child Abroad Form .....	20
	Appendix H - Consent to Medical Treatment Abroad Form .....	21
	Appendix I - Border Control Letter (Educational Visit Abroad) .....	23
	Appendix J – Record of Emergency Form .....	24

# 1 Introduction

At The Kite Academy Trust, we believe that all children should benefit from a full and rounded curriculum and we are committed to ensuring that children in our academies are provided with opportunities to enrich and enhance their learning through off-site activities and experiences which can:

- raise achievement;
- raise levels of self-confidence and motivation;
- develop social education and citizenship;
- promote health and fitness.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site activities which:

- Ensures that every off-site activity has a specific stated objective;
- Provides staff who arrange and/or lead off-site activities with clear procedures to follow;
- Prioritises the health and safety of all participants, while managing and minimising risk, to ensure that an activity is safe and successful;
- Ensure that arrangements comply with government and academy guidelines;
- Reassures parents/carers that the academy will take all reasonable care for the safety and well-being of children throughout the activity.

# 2 Definition

Any activity which requires a child to leave an academy site is classified as an 'off-site activity' and must be undertaken in accordance with this policy. Such activities include but are not limited to:

- a walk in the locality;
- a traffic survey;
- swimming lessons;
- theatre, museum, farm visits;
- residential visits;
- sports events/fixtures.

# 3 Roles & Responsibilities

The Board of Trustees of The Kite Academy Trust Board has ultimate responsibility for health, safety and environmental matters across the Trust, however delegates day-to-day responsibility to the Head Teacher of each academy. Reasonable steps must be taken to ensure that staff, pupils and visitors are not exposed to risks to their health and safety; this applies to activities on or off academy premises.

Responsibility for planning and carrying out a risk assessment for an off-site activity in accordance with this policy lies with the Teacher-in-Charge (generic risk assessments provided by venues can be used to inform this process). When possible, the assessment is to be given to the Educational Visits Leader 2 weeks prior to the activity, and at the very least 4 days before the activity (where, for example, fixtures are being booked with a week's notice). The Teacher-in-Charge will also report back after the activity has taken place.

The Academy Head Teacher is responsible for assessing, approving and recording the planned arrangements for off-site activities and for seeking approval from the Executive Team for residential trips or travel outside of the UK. Therefore, if there is not enough time to ensure the trip is safe (i.e. the risk assessment is not complete or handed in), the activity may be cancelled. The Academy Head

Teacher delegates the responsibilities for planning and managing off-site activities to the Educational Visits Leader or member of office staff.

The Executive Team is responsible for assessing proposals for residential visits and/or travel outside the UK and satisfying themselves that such activities are carried out in accordance with this policy.

## 4 Equal Opportunities

All off-site activities will be made available and accessible to all eligible pupils irrespective of ethnicity, sex, religion or special educational needs and disabilities (SEND).

In accordance with legal requirements, no child will be excluded from any activity unless it can be established that the academy has explored every possibility for managing difficulties including those of challenging behaviour.

Special consideration will be given for transgender children attending a residential trip. In allocating sleeping arrangements such as dormitories, tents or shared rooms for school trips, each child's sex is relevant. Our academies will meet their safeguarding obligations as set out in Keeping Children Safe in Education (KCSIE). No child will share a room with a child of the opposite sex. If a child questioning their gender does not wish to share a room with another child of the same sex, alternative arrangements will be sought in agreement with both the parent/carer and the child, and informed by risk assessments. These alternative arrangements will not compromise the safety, comfort, privacy or dignity of the child, or of other pupils.

If the off-site visit is for swimming, the academy does not need to notify the facility that the party includes a transgender pupil and should not identify that child. The child should be given the choice as to whether they wish to take part in swimming lessons or not. If a transgender pupil wishes to take part in swimming lessons, a risk assessment of the changing facilities should be completed. A copy of this guidance should be shared with the facility if they do not hold their own gender recognition policy. The choice of swimming changing room should be in line with their affirmed gender identity and wishes; any decisions around the use of changing rooms will be made in agreement with both the child and parent/carer.

Transgender children are encouraged to use unisex toilets which are available on most sites. Where a site has been risk assessed and there is no unisex toilet, alternative arrangements which will not compromise the safety, comfort, privacy or dignity of the child, or of other pupils, will be sought.

## 5 Staffing

The Teacher-in-Charge will be sufficiently experienced/qualified/informed to lead an off-site activity and will follow the risk assessment. A qualified first-aider will always be present during off-site activities.

The ratios of staff to children for low risk activities are:

Year R & Nursery	Reference should be made to the EYFS statutory framework for specific guidance in respect of staff ratios and qualifications.
Year 1 - 3	1 adult to every 6 children for all visits.
Year 4 -6	1 adult to every 10 – 15 children for all visits.

For classes attending swimming lessons at the local pool and travelling on buses or minibuses, at least 2 adults should accompany each class.

The following provisos will apply:

- Whenever possible, the Teacher-in-Charge will not supervise a group (this will be dependent upon numbers of parents volunteering to attend);

- Where capacity allows, there should be a supervisor who is excluded from the ratios above.
- On every trip, there must be a minimum of one qualified teacher and first aider. For EYFS visits, at least one person who has a current Paediatric First Aid certificate must accompany children on outings;
- If the trip is to a local venue to participate in a sporting event, the trip may be led by a paediatrically-trained Higher Level Teaching Assistant (HLTA) or member of support staff.
- Wherever possible, with the exception of Nursery and Reception, at least half of the total adults accompanying the children should be members of academy staff.

## 6 Assisting Adults

### Staff

#### • Other teachers

The Academy Head Teacher may agree arrangements for teaching staff other than the class teacher(s) concerned to accompany off-site activities where this is:

- deemed either necessary for supervision purposes; or
- expedient for INSET purposes.

#### • Non-teaching staff

Whenever possible, this will include the Learning Support Assistant(s) (LSA) attached to the class and, subject to individual circumstances, any LSA attached to a child in the class. With the agreement of the Academy Head Teacher, other LSAs, Midday Supervisors or Office Staff may be recruited to support on an off-site activity.

For non-teaching staff, where the off-site activity exceeds the number of paid hours, the member of staff is entitled to claim for the additional hours worked up to a maximum of 5 in any one day.

For residential overnight activities, the Trust Board has determined that all staff undertaking these visits will be offered time off in lieu (TOIL) at ½ day for 1 or 2 nights, and 1 day for 3 nights or more, pro-rated for part-time staff. This TOIL must be taken within the academic year that it is accrued and at a time that is agreed by the Academy Head Teacher.

### Other adult volunteers

Wherever possible, DBS checks will have been carried out on all other adults supporting an off-site activity.

Where supporting adults have a clear DBS check in place, they will wear a green Kite Academy Trust lanyard at all times to signify that they are able to work with children unaccompanied.

Where DBS checks have not been completed, supporting adults will wear a red Kite Academy Trust lanyard at all times. Any adults without a DBS (and wearing a red lanyard) will not be left in sole charge of children at any time and must work alongside a member of Kite Academy Trust staff.

### Work experience/sixth form students

Sixth Form students undertaking work experience may assist with off-site activities but will not be placed in charge of groups and must not count in the adult to child ratio.

### SEND personal support assistants

Where a child receives support for emotional and behavioural difficulty, no child other than the child concerned will be placed in the care of their assigned Learning Support Assistant. In other cases, subject to the arrangements ensuring maximum opportunity for the child concerned to benefit from the activity, other children may be placed in the care of the Learning Support Assistant. If a child has significant behavioural needs or has 1:1 provision, this will be discussed with the SENCo or Academy Head Teacher as part of the initial planning stages for an activity.

In some circumstances, parents/carers of children with emotional and behavioural difficulty will be invited to attend the trip to support their child.

The Academy Head Teacher will approve all arrangements.

## 7 Child Protection Considerations

During day visits, arrangements will ensure that no adult has substantial access to children in a lone situation. Similar safeguards will be built into residential visits in addition to the requirement that all adults undertaking residential supervision shall have been subject to a DBS check.

## 8 Venues

Venues selected will ideally:

- have been visited by the Teacher-in-Charge or a colleague within one year of the proposed visit/activity (reasonable expenses incurred will be reimbursed and, where reasonable, provision made within directed working hours to visit the venue);
- have relevance to current curriculum studies;
- offer appropriate levels of educational/cultural opportunity and challenge;
- be reached within reasonable constraints of time, travel arrangements and costs;
- contribute to an overall balance and variety of visits.

All of the above is at the discretion of the Academy Head Teacher.

Usually, Reception and KS1 pupils will visit venues within a short distance of the academy or which cater specifically for young children.

Academies will retain records of venues previously visited via EVOLVE.

## 9 Costs

Academies will consider the costs of visits in terms of value for money and the need to make reasonable financial demands on parents while being considerate of economic climate.

The cost for a child for a visit will be the total expenses shared equally by the number of children eligible to participate. Parents will be asked to make a voluntary contribution of this amount and informed of the necessity to do so. No child will be excluded from a visit because of a parent's inability or refusal to contribute.

The academy reserves the right to cancel a visit if sufficient financial support is not forthcoming. Additionally, the academy also reserves the right to retain the cost of purchasing, for example, entrance tickets for a child who fails to attend an activity.

Please also see The Kite Academy Trust Charging & Remissions Policy.

## 10 Transport

When deciding a mode of transport, certain considerations will be taken in account such as:

- Is it more sustainable to go to the venue by public transport?
- Will the children learn more about life skills if they are going by tube or train, as opposed to sitting on a coach?

### **Coach/minibus travel**

Only coaches fitted with seat belts will be used. Every passenger will have a seat and seat belts will be worn throughout the journey. The coach or minibus journey must be included as part of the risk



assessment, including any off-site travel to reach the vehicle. The route that the vehicle will be travelling must also be included in the risk assessment.

Academies should acquire the coach company's risk assessment at least 2 weeks in advance of the trip.

### **Car travel**

Transportation of children in personal vehicles should be the exception rather than the norm and therefore should only be used as a last resort.

Full guidance on transporting children by car can be found in The Kite Academy Trust's Driving & Transportation Policy; in line with this policy, the following must be adhered to:

- The need and reasons for this method of transport should be clearly established, along with any needs of the child(ren) (including physical, emotional, behavioural and medical) which should be used to inform risk assessment (see Appendices B and C);
- Express written permission of the parent/carer of the child(ren) must be obtained for them to be transported by a named member of staff, for the specified purpose;
- The driver must provide information confirming the validity of their driving license, fully comprehensive business insurance cover and roadworthiness of their vehicle and have this checked and signed off by a member of the Academy SLT (see Appendix F).
- The driver should not transport individual children alone. There should be at least 2 adults in the car, one of whom must be a member of staff;
- Only cars fitted with rear seat belts must be used to transport children. Seatbelts must be worn; the law makes drivers responsible for ensuring those under 14 years of age wear an appropriate seatbelt or child restraint. Children should sit in the rear of the vehicle;
- Child locks should be used during the journey;
- Where required, child car seats should be used. Children must normally use a child car seat until they are 12 years old or 135 centimetres tall, whichever comes first. Car seats should be provided by the parent/carer;
- Children should leave the car on the pavement side only.

A written reminder of these requirements will be issued to drivers (see Appendix F).

### **Public transport travel**

Additional adults are needed to support groups of children on public transport therefore the ratio of adults to children must increase to:

Reception & KS1	1 adult to every 4 children (or better).
KS2	1 adult to every 6 children (or better).

Reception will only use public transport for short, simple journeys.

For trams and trains, the party will be distributed to use different doors but will always travel as two groups together to enable one adult to be first on/off and the other last on/off. Supervising adults will endeavour to negotiate seats, shared if necessary, for all children who, once seated, must then remain seated throughout the journey. Parents will be informed before giving their consent that public transport seating cannot be guaranteed.

### **Road crossing**

Wherever possible, children will cross roads at controlled crossings. If no such crossing place is available, 2 members of staff will ensure that either the road is clear in both directions, or that traffic has stopped in both directions, before instructing the children to cross in the most expedient formation for the situation. This could be in a crocodile, in a sideways line kerb to kerb or in small groups. The decided arrangement will be made clear to all adults and children before the procedure commences.

## 11 Risk Assessment

The academy will undertake risk assessments for all off-site activities (generic risk assessments provided by venues should be used to inform this process) and build into the arrangements appropriate preventative and protective measures which may include:

- The selection of supervisory personnel with specific competences;
- The provision of training and/or information;
- Arrangements for First Aid and Paediatric First Aid, including individual medical requirements;
- Arrangements for the support of high-need children;
- Arrangements for specialist dietary requirements;
- Arrangements for travel;
- Appropriate briefing of children regarding standards of behaviour required and instructions to observe.

Please see Appendix B for information and guidance for undertaking a risk assessment. The Kite Academy Trust has a service level agreement with the Surrey County Council EVOLVE service that can also be utilised by all academies to support risk assessments for off site visits.

Risk assessments will be completed by the Teacher-in-Charge and sent to the Educational Visits Leader at least 2 weeks prior to the trip for non-residential and non-adventurous visits.

Risk assessments will be completed by the Teacher-in-charge and sent to the Educational Visits Leader at least 4 weeks prior to the trip for residential and adventurous visits.

The Teacher in Charge will upload these risk assessments to EVOLVE, for notification to then be sent via the system to the Educational Visits Coordinator for initial approval and then the Academy Head Teacher for final approval.

Where a trip does not require transportation and the children are walking to a venue, this can be classed as a local visit and does not require the Academy Head Teacher's final approval. All trips which require transportation should be regarded as external and thus require the initial approval of the Educational Visits coordinator and the final approval of the Academy Head Teacher.

Please see Appendix C for a template risk assessment.

Academies will maintain a bank of risk assessments appropriate to particular visits or types of visit.

### **Emergency procedures**

The Kite Academy Trust and all its academies follow Surrey/Hampshire County Council's emergency response schemes for offsite incidents which provide a network of support for a group facing an emergency.

Operation Duke Cards can be downloaded from Surrey County Council's EVOLVE system. The Teacher-In-Charge of the off-site activity must ensure that completed cards are provided to all members of staff participating in an off-site activity to ensure that emergency procedures are followed.

Please see Appendix J for the 'Record of Emergency Form' to be carried during all activities.

## 12 Information for Parents

When a child joins one of our academies, parent/carers will receive general information in the academy brochure regarding the type of off-site activities the academy undertakes. This will include reference to The Kite Academy Trust Charging & Remissions Policy, the importance of reliable behaviour and the need for support/cooperation of parents/carers for children with medical conditions or challenging behaviour. Parents/carers will also receive a general 'local visits' permission form to give their consent to such activities.



### **Letters to parents/carers advising of non-residential off-site activities**

These letters must include the following information:

- Date of visit;
- Expected times of departure and return;
- Venue;
- Means of transport (including reference to seating, if applicable);
- Teacher-in-Charge and total number of supervising adults;
- Purpose of visit and proposed activities;
- Requirements: food/drink, clothing, spending money (if any);
- Costs and statements about voluntary contributions including need to cancel insufficiently funded visits;
- Deadline for application/consent;
- Details for emergency contact during the visit (applicable for residential visits);
- Consent form.

Please see Appendix D for a template letter to parents/carers.

### **Children with special needs – medical, physical or behavioural**

The academy will initiate personal communication directly with parents/carers where needed and this will usually be undertaken by the Teacher-in-Charge (depending on risk assessment). Communication may also be led by the child's Class Teacher.

### **Residential visits**

Letters to parents/carers will provide the above information together with additional details required in accordance with government guidelines.

### **Care throughout the activity**

All adults will receive a 'supervisor's pack' in advance of the off-site activity which will include:

- A copy of 'Guidance for Supervising Children on Off-Site Activities' (Appendix E);
- Brief information regarding the purpose of the activity;
- All relevant information relating to the venue and the timetable for the day;
- Precise details for what to do if lost and where to assemble for the return journey;
- Copies of worksheets/hints for supporting pupils;
- Full details of children's groupings and designated supervisors;
- Details of any child with special needs and how to respond to these in an emergency;
- Name(s) of First Aider(s) or first aid arrangements.

The Teacher-in-Charge will:

- carry a mobile phone or coins/phone cards;
- hold academy and any other necessary contact numbers;
- delegate an adult to carry first aid appropriate to the nature of the activity;
- delegate an adult to carry any medication together with written parental consent and instructions.

## **13 Planning and Approval**

The 'Guidance for Planning & Preparation for an Off-site Activity' information (Appendix A) has been developed to guide teachers through the procedures necessary to meet the requirements of this policy.

### **Provisional approval**

The Educational Visits Leader will give provisional approval for routine off-site activities after assessing the proposed arrangements. In the case of a residential trip, the Academy Head Teacher will first seek further assessment of the arrangements by the Executive Team.

### **Final Approval**

Final approval will be given by the Academy Head Teacher. For high risk or visits abroad, further assessment by a member of the Executive Team must be completed before Academy Head Teacher approval can be given. This step must be reached at least 2 weeks before the off-site activity takes place.

### **Evaluation**

Evaluation reports will be submitted to the Trust Board Committee for Standards for monitoring and review.

## **14 Visits abroad**

Authorisation for visits abroad must be obtained a minimum of 6 months prior to the departure date, from both the Academy Head Teacher and the Executive Team. Visits abroad should include, as far as possible, at least one adult with the ability to speak and read the language of the country to be visited. This may be the tour guide provide by the tour operator, where relevant.

### **Passports**

All adults and children on academy visits abroad must hold a valid individual passport; the passport must have at least one year before expiry at the time of travel. The Teacher-in-Charge should check the passport details of all adults and children to prevent the risk of anyone being refused entry to the country to be visited.

Parents/carers are responsible for ensuring that their child has a valid passport and will also be required to provide a copy of their child's birth certificate.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country, or the UK Passport Agency. Should assistance be required in this matter, this can be sought from the Educational Visits Leader.

### **Visas**

When travelling to some countries, visas will be required. Most countries require passports to have at least one year before expiry at the time of travel.

Further information can be found here: <https://www.gov.uk/foreign-travel-advice>

### **Visa Exemption**

A child who is not a national of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. A school can, however, apply for visa exemption on behalf of the child(ren). Details of visa exemption can be obtained from the Home Office or British Council. Should assistance be required in this matter, this can be sought from the Educational Visits Leader.

### **UK Global Health Insurance Card (GHIC)**

The UK Global Health Insurance Card (GHIC) provides access to necessary state healthcare in the European Economic Area (EEA) and some other countries, on the same basis as a resident of that country.

Further information can be found here: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/>

Parents/carers should apply on-line for an GHIC on behalf of their child(ren) via the NHS website above.

The GHIC is not valid indefinitely and the Teacher-In-Charge should therefore check the expiry date well in advance of departure.

### **Customs allowances and prohibited items**

Information regarding customs allowances when travelling both within and outside the EU can be found here: <https://www.gov.uk/government/publications/travelling-to-the-uk>

Prohibited and restricted goods are listed in the guidance above.

### **Terrorism**

Advice about terrorism is available from:

The Foreign & Commonwealth Office

<https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad#terrorism-and-travel-advice>

The Home Office

<https://www.gov.uk/government/organisations/home-office>

A section is also included in the risk assessment template for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign & Commonwealth Office not to travel.

### **Travel advice**

Travel advice about safety in specific countries is available from the Foreign & Commonwealth Office:

<https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad#terrorism-and-travel-advice>

Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign & Commonwealth Office not to travel.

### **Exchange visits**

The Kite Academy Trust encourages student exchange visits and expects an academy to ensure that rigorous checks are made as far as is reasonably practicable.

The Outdoor Education Advisers' Panel provides national guidance for outdoor learning, educational visits and adventurous activities, including exchanges and homestays. This guidance includes detailed procedures and advice, notably the requirement for Disclosure & Barring Service (DBS) and reciprocal checks to be carried out on the families hosting the home stay. This means:

- DBS checks for British families. If there is a cost implication, since the measure is to protect British children, it is not unreasonable to pass the cost of such a check to parents as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the head of the receiving establishment will be requested to verify that, to the best of their knowledge, hosts are suitable. The Kite Academy Trust must be informed of this.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information, the visit should not continue.

A final determination may be sought from The Kite Academy Trust Executive Team.

**Note:** *Electronic checks may be carried out by an academy. Please seek advice from the Education Visits Leader.*

For template forms related to visits abroad, please see:

- Appendix G - Permission to Take a Child Abroad Form
- Appendix H - Consent to Medical Treatment Abroad Form
- Appendix I - Border Control Letter (Educational Visit Abroad)

## 15 Data Protection

When planning and preparing for an off-site activity, it is important that consideration is given to;

- What data is required and why;
- Who the data is shared with and why;
- How the data will be kept safe;
- What happens to the data after the activity.

Only data that is relevant (e.g. name, medical information, parental contact, SEND, behaviour) should be carried on an off-site activity. Overview copies should be held by the Teacher-In-Charge; group leaders should only be provided with information relevant to their group.

All adults participating in an off-site activity should be reminded of their responsibilities under the General Data Protection Regulation (GDPR). Care should be taken to ensure that data is not misplaced or lost. Group information provided to assisting adults should be collected from them at the end of the activity.

If any data is misplaced/lost/not returned, a GDPR breach should be reported in accordance with The Kite Academy Trust's Data Protection Policy and associated procedures.

### Document Management

<b>Document ID:</b>	P1115		
<b>Last Review:</b>	June 2024	<b>Review Period:</b>	3 years
<b>Responsibility of:</b>	Director of Education	<b>Ratified by:</b>	Trustees (11.10.24)

## Appendix A – Guidance for Planning & Preparation for an Off-site Activity

### Timeline of key events and actions in preparation for an off-site activity

#### 1. As soon as possible (at least 6 weeks prior to the trip taking place):

- Obtain provisional approval for the off-site activity from the Educational Visits Leader (or from the Academy Head Teacher in the case of residential trips)
- Confirm booking with the venue
- Confirm booking with coach company
- Confirm booking with SLT and add to academy calendar
- Conduct a pre-visit
- Prepare costings for the trip and inform the academy office so they can update the online pay systems
- Inform the kitchen of trip date
- Prepare letter to send to parents/carers. The letter to parents/carers must include:
  - date of trip
  - location
  - departure and return timings
  - means of transport, purpose of visit and proposed activities
  - clothing/footwear, food/drink, spending money (if any)
  - costs and statements about voluntary contributions
  - deadline for application/consent
  - details of emergency contact
  - consent form
  - if required, a request for parental volunteers

#### 2. 5 weeks before the trip:

- Send letter to parents/carers

#### 3. 4 weeks before the trip:

- EVOLVE form to be completed and sent to Educational Visits Leader
- Speak to SLT and confirm which staff can accompany the trip
- Ensure SLT and staff accompanying the trip are aware of:
  - timings (do they need to swap any duties in school?)
  - equipment/clothing needed etc.
  - allocated groups/children
  - transport to venue: on coach/car/minibus
- If you are asking adults to travel by car they need clear directions, know where to park, be aware of timings for the day, know where to meet up at the venue etc.
- Whenever possible, trips should have one adult not attached to a group in case of any incidents needing support.

#### 4. 2 weeks before the trip

- Obtain final approval from the Academy Head Teacher
- Check parental replies and contact parents/carers if needed
- Put together group lists and adults

#### 5. 1 week before the trip

- Teacher-in-Charge meet with Educational Visits Leader
- Put packs together for staff
- Print off contact details of children
- Collate contact details of staff
- Confirm coaches have been booked and where they will drop off and pick up

## 6. Day before the trip

- Ensure first aid kits and any resources needed are ready
- Hold a class/ year group assembly to remind children of the behaviour expectations and any other information needed

## 7. On the day of the trip

- Brief the children on behaviour and expectations
- Brief parents on behaviour and expectations
- Share risk assessments
- Ensure adults have read the 'Guidance for Supervising Children on Off-site Activities' (Appendix E) and know who is the Teacher-in- Charge
- Collect medication from the office
- Collect any lunches from the kitchen
- Complete final checks and don't forget to:
  - Take first aid/medication (First Aider's responsibilities)
  - Take Teacher-in-Charge emergencies pack
  - Take entry tickets/parking permits
  - Take a register
  - Leave names of all children and adults taking part in the activity with the academy office

## 8. After the trip

- Ensure all risk assessments and paperwork are collected from all supporting adults.
  - Should any documentation not be returned, consider the need to report a GDPR breach
- Review and evaluate on EVOLVE



## Appendix B - Risk Assessment Information & Guidance

Risk assessments for off-site activities will be undertaken by the Teacher-in-Charge and will relate to specific occasions. They will take account of the site, the environment, transport, the group and the activity needs.

Risks are assessed under the following headings:

### **Hazard**

Look for hazards which you could reasonably expect to result in significant harm under the activity you are choosing to do. Examples are listed below (however this list is not exhaustive):

- crossing roads
- open water
- vehicles - as passengers
- challenging behaviour (e.g. children)
- specific activities

### **People at Risk (those people who may be harmed)**

There is no need to list individuals by name - just think about the groups of children and staff who are taking part in the activity, for example:

- children – including those with disabilities
- staff

### **Is the Risk Controlled?**

Have precautions been taken against the risks from the hazards listed? For example, have the following been provided?

- Adequate information
- Instruction or training
- Adequate systems or procedures

Do the precautions:

- Meet the standards set by legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce the risk as far as reasonably practicable?

If so, the risks are adequately controlled, but there is a need to indicate the precautions in place, possibly referring to procedure, manuals, organisation rules etc. giving this information.

### **Further Action to Control Risk**

What more could reasonably have been done for those risks which were found to not be adequately controlled?

There will be a need to give priority to those risks which affect significant numbers of people and/or could result in serious harm. Apply the following principles when taking further action; if possible, in the following order:

- remove the risk completely
- try a less risky option
- prevent access to the hazard e.g. by guarding
- organise work and, if necessary, staff, to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities e.g. washing facilities for removal of contamination and first aid

## Appendix C - Risk Assessment Template for Off Site Educational Visits

Risk assessments for off-site activities will be undertaken by the Teacher-in-Charge and will relate to specific occasions. They will take account of the site, the environment, transport, the group and the activity needs.

<b>Risk Assessment for visit to:</b>		<b>Year/Age of Children:</b>	
<b>Teacher-in-Charge:</b>		<b>Date of anticipated Visit:</b>	
<b>Signed:</b>	<b>Date:</b>	<b>Adult to Child Ratio:</b>	
<b>Approved by EVC:</b>	<b>Head Teacher signature:</b>		

Potential Hazard	Who is at risk?	Control Measures	Review
Travel		•	
		•	
SEND		•	
Medical		•	

General	Slips, trips and falls		•	
	Behaviour		•	
Specific to Site			•	
			•	
			•	

If at any time an adult considers a child's behaviour to be unacceptable or unsafe, the child will be reminded of our expectations. If unsafe or unacceptable behaviour continues, the child will be removed from the activity in question. The Teacher-in-Charge will then take responsibility for the child and decide on any next steps needed which could result in contacting the academy or parent/carer.

All adults will carry a mobile phone, ensuring all phone numbers have been swapped. The Teacher-in-Charge is responsible for phoning the academy in case of an emergency.

The Teacher-in-Charge must share this risk assessment with all accompanying adults before the visit takes place.

## Appendix D - Template Letter for an Off-site Activity

Dear Parent/Carer,

### Off-Site Activity to (e.g. Victoria & Albert Museum and Albert Memorial)

Arrangements have been made for the above visit to take place on (date). The purpose of the visit is to (e.g. study the Victorian rooms and costumes in the museum and to see the Albert Hall and Memorial in connection with this term's history topic).

The Teacher-in-Charge will be (name) and other adults will assist in supervising the children.

The children will travel by (e.g. coach fitted with lap seat belts). The children will leave (academy name) at (time). The estimated time of return to (academy name) is (time).

The children will need a packed lunch in a named carrier bag and a non-fizzy drink. Academy uniform should be worn and a warm waterproof coat, if necessary. The cost of the visit will be (amount) per child and the academy requires that parents/carers contribute this amount.

The assistance of some parents/carers in supervising the children will be appreciated. Please contact the Teacher-in-Charge if you are available or indicate this on the consent form.

Please return the consent form below, together with your contribution to the cost of the visit, as soon as possible and NO LATER THAN (date).

Yours sincerely,

(name)

Educational Visits Leader / Class Teacher

---

### Year (5) Visit to (Victoria & Albert Museum and Albert Memorial) Consent Form

I give permission for my child \_\_\_\_\_ to go on a visit to (venue) on (date).

Please give instructions if any medication is needed during the visit:

---

I understand that I need to contribute to the cost for my child to participate and enclose £(amount)

Signed: \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

I am able/ not able to accompany the children on this visit (please delete as appropriate).

My emergency contact number is: \_\_\_\_\_

## Appendix E – Guidance for Supervising Children on Off-site Activities

Thank you for volunteering to accompany children during this activity. In this pack you will find details of the arrangements for the day. Please read these carefully and bring your pack with you.

- You are expected to exercise the same degree of responsibility for your group as would any wise and reasonable parent looking after their own children. This duty of care is continuous throughout the activity. You are responsible to the Teacher-in-Charge for the children assigned to you.
- Please ensure that your group stays with you throughout the day. Count your group frequently and at every moving-on stage. To avoid any confusion or misunderstanding, do not take responsibility (unless agreed by the Teacher-in-Charge) for children from other groups beyond ensuring that they are safely returned to the designated supervisor.
- We expect a high standard of courtesy and good behaviour. Please let the Teacher-in-Charge know as soon as possible if any child in your group is disobedient or unruly.
- Please be responsible for checking the seat belts for your group when travelling to/from the off-site activity.
- Supporting adults must not smoke, vape or drink alcohol during the visit.
- Please do not use your mobile phone in the presence of the children. It is not permitted to take any photos of the children with your personal device at any time, including taking photos of your own child if they are a part of the off-site visit.
- The Teacher-in-Charge will brief you if any child needs medication (e.g. an inhaler) during the day and clarify who is responsible for the administration of this.
- If it has been agreed that the children can take money, please ensure that the children spend this money on approved items only and do not buy them any extras.
- Please do not give the children any sweets, food or drink from your own personal possession.
- Please take care to ensure that any information containing personal data that is shared with you (i.e. group list) does not leave your possession and is returned to the Teacher-In-Charge at the end of the activity.

### Toilet Arrangements

Opportunities for all children to visit the toilets will be planned for: before leaving the academy, on arrival at the venue, lunchtime, before leaving. This will enable maximum supervision in toilet areas and outside, allowing adults to cover for each other.

If all supervising adults are female, infant boys should be escorted into the Ladies' toilets. Junior boys should use the Gents' toilets but never alone. A supervising adult must check the facilities are empty before any child(ren) enter and a supervising adult must wait outside. If a child needs the toilet at any other time during the visit, the group supervisor must take the whole group and wait outside for those who need to use the toilet. No child must ever go alone.

### Crossing Roads

If this is necessary, the Teacher-in-Charge will plan the best place to cross and the procedure to be followed, and will make the arrangements clear to you.

### Emergency Arrangements

All supervising adults should ensure that they keep their groups within the vicinity of other groups or of the staff in charge of the venue. This will enable them to summon help in the event of any accident or other emergency. The first responsibility is to stay with the group and obtain help.

The Teacher-in-Charge (and venue personnel) will decide on appropriate action/give advice. Should it be necessary for a child to be taken to a first aid post or to hospital, the Teacher-in-Charge will delegate one adult to accompany the child, taking over responsibility for that adult's group. As soon as possible, the Teacher-in-Charge will arrange for details of an emergency to be communicated to the academy and parents contacted as appropriate.

**Thank you for supporting our visit; we hope you enjoy your day!**

## Driver/Vehicle Information Form

Name: \_\_\_\_\_ Academy: \_\_\_\_\_

Over 25: Yes ☐ No ☐ Driver's License N°: \_\_\_\_\_

Date Passed Test: \_\_\_\_\_ License Expiry Date: \_\_\_\_\_

Do you have any physical condition, or are you taking medication, which would affect driving safety? Yes ☐ No ☐

Vehicle(s) to Drive: ☐ Minibus ☐ Personal Vehicle (complete following section)

### Vehicle Information

Vehicle Registration Number: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

Are you the registered keeper? Yes ☐ No ☐ If no: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Is the vehicle registered to your home address? Yes ☐ No ☐ If no: \_\_\_\_\_

Registered Address: \_\_\_\_\_

### Insurance Information

Insurance Company: \_\_\_\_\_

Policy N°: \_\_\_\_\_ Policy Expiry Date: \_\_\_\_\_

I confirm that the above vehicle:

- Has fully comprehensive business insurance for carrying passengers for academy off-site activities
- Has a valid MOT certificate (where required)
- Is fitted with rear seat belts

I confirm that the information I have provided is correct and that I have read the Kite Academy Trust's Driving & Transportation policy. I agree to the stipulations/conditions overleaf. I understand that use of my personal vehicle for work purposes is entirely at my own risk and covered by my insurance policy as detailed above. I give my permission for my records to be checked via the DVLA's online checking facility and MOT records, if required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driving license, insurance certificate and covering paperwork and MOT checked on behalf of the Trust/Academy by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_



## Driver Information

Staff transporting children on behalf of their academy must read and agree to the following guidelines:

1. All drivers must be approved by a senior leader from within their Academy.
2. Each driver must:
  - Possess a valid driver's license;
  - Be at least 25 years of age;
  - Complete a Driver/Vehicle Information form;
  - Provide a copy of their driver's license;
  - Provide proof of fully comprehensive business insurance;
  - Provide a copy of a valid MOT certificate (if relevant).
3. Drivers will adhere to speed limits and comply with the Highway Code.
4. Drivers will not smoke, consume alcohol or use a mobile telephone while in a vehicle with children.
5. Drivers are aware of their own responsibilities and legal obligations for the roadworthiness of the vehicle they are driving and that they are required to ensure all passengers under the age of 14 wear a seatbelt and use a car seat, where required (under 12 years old or 135cm in height).
6. Drivers will ensure there are 2 adults in the vehicle.
7. Drivers will only carry children in the rear seats.
8. Drivers will set childproof locks (where possible)
9. Drivers will ensure children leave the car on the pavement side only.
10. Drivers will follow the most direct route and avoid unnecessary stops.
11. Drivers will not carry any additional passengers, other than the child(ren) in their charge and any designated accompanying adults.
12. Drivers will not carry any more passengers than there are seat belts.

## Appendix G - Permission to Take a Child Abroad Form

I/We, \_\_\_\_\_  
(parents/carers name)

of \_\_\_\_\_ (address)

Postcode: \_\_\_\_\_ declare that we are the legal parents/guardians of:  
(name) \_\_\_\_\_

Male / Female (delete as appropriate) Date of birth: \_\_\_\_\_ (dd/mm/yyyy)

Place of birth: \_\_\_\_\_ (city) \_\_\_\_\_ (country)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Primary telephone n°: \_\_\_\_\_ Secondary telephone n°: \_\_\_\_\_

Birth certificate registration n°: \_\_\_\_\_ issued from:  
\_\_\_\_\_ (city) \_\_\_\_\_ (country)

Passport n°: \_\_\_\_\_ issued on: \_\_\_\_\_ (dd/mm/yyyy)

by: \_\_\_\_\_ (authority) Nationality: \_\_\_\_\_

I/we confirm that \_\_\_\_\_ (child's full name) has my/our consent to travel to (insert), staying at (insert), from (insert) to (insert) with (insert name of Teacher-In-Charge).

Any questions regarding this document may be addressed to me/us at the address above.

Parent signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix H - Consent to Medical Treatment Abroad Form

Child's name: \_\_\_\_\_

Male / Female *(delete as appropriate)*      Date of birth: \_\_\_\_\_ *(dd/mm/yyyy)*

Place of birth: \_\_\_\_\_ *(city)* \_\_\_\_\_ *(country)*

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

I/we confirm that my/our child (please tick as appropriate):

☐

**Does not** suffer from any medical conditions or allergies **OR**

☐

Has a medical condition / allergies (provide details below)

Details of medical condition / allergies:

Medication required:

Frequency of medication:

I/We understand that the purpose of this document is to give **(insert name of Teacher-In-Charge)**, the power and authority to consent to medical treatment\* for my/our child and that this power and authority will be effective as of the **(insert date)** and will remain effective until **(insert date)**.

This consent may terminate early by my/our notifying my/our child's medical, mental health care and insurance providers, in writing, and the agent named above that I/we wish to revoke it.

I/We declare that I am/we are the legal parents/guardians of the child named above and there are no court orders now in effect that would prohibit me/us from conferring the power of consent upon another person.

Any questions or concerns regarding this authorisation may be directed to me/us via the contact details provided overleaf.

Parent signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*medical treatment** refers to surgical, dental, developmental and mental health care and/or: transportation by ambulance; examination; x-rays; diagnoses; hospitalisation; anaesthesia; surgery; medication; transfusion of blood products.

Parent / Carer 1	
Name:	
Address:	
Postcode:	
Country:	
Telephone Number(s):	
Email address:	
Parent / Carer 2	
Name:	
Address:	
Postcode:	
Country:	
Telephone Number(s):	
Email address:	
Child's General Practitioner	
Name:	
Address:	
Postcode:	
Telephone Number:	
Emergency Telephone Number:	

## Appendix I - Border Control Letter (Educational Visit Abroad)

Dear Border Control,

**French Examination Group Paris Trip: 11<sup>th</sup> June – 13<sup>th</sup> June 2019**

I would like to confirm that, as part of our programme of educational visits, a group of pupils from our French Examination Group will be visiting France. They will be touring places of interest such as the Eiffel Tower and The Louvre Museum.

The group will be staying at: **FIAP Jean Monnet, 30 rue Cabanis, 75 014, Paris**

The 12 participants are as follows:

3 x members of staff:

Names here

9 x pupils:

Names here

I trust this is all in order and thank you in advance for your co-operation.

Yours faithfully

Name here

Academy Head Teacher

Academy

The Kite  
Academy  
Trust  
Flying high  
together

## Appendix J – Record of Emergency Form

Operation Duke Cards should be completed and made available to all members of staff on an off-site activity. These can be downloaded from EVOLVE (Surrey County Council).

The form below provides a template for communicating details of an incident on an off-site activity with staff at the academy. The format of this form follows the information that would be asked by the Hampshire/Surrey County Council Emergency Management Team Duty Officer. Details which should be relayed in an emergency message include:

- What has happened and when;
- Injuries or damage;
- Treatment or action;
- Where participants are now;
- Who is with whom;
- What is going to happen next – any changes to itinerary, for example.

The Teacher-in-Charge of the off-site activity should carry a copy of this form so that they are aware of the information they should be gathering to communicate to the academy.

For use in the event of an emergency during an off-site activity.		
<b>Name:</b>		<b>Status:</b>
<b>Telephone number:</b>		<b>Additional telephone number(s):</b>
<b>Name of group involved:</b>		
<b>Location and exact nature of incident:</b>		
<b>Is a fatality involved?</b>		
<b>Confirmed?</b>		
<b>By whom?</b>		
<b>People affected:</b>	<b>Full Name(s) &amp; Age(s)</b>	<b>Exact nature of Injuries</b>
<b>Local emergency services informed?</b>		
<b>Next of kin informed?</b>		
<b>If so, how?</b>		
<b>Any contact with British Embassy?</b>		
<b>Any contact with Foreign &amp; Commonwealth Office?</b>		



<b>Any contact with Red Cross?</b>	<i>If relevant (British Red Cross may be able to link into the Red Cross for the Country concerned, who may be able to support with locating of missing persons and welfare).</i>		
<b>Depending on the scale of the incident, consider assembling an Academy Emergency Management Team to assist with the response.</b>			
<b>Where the affected people are / will be taken to:</b>			
<b>Names and locations of hospitals involved:</b>			
<b>Number of people on the visit</b>	<b>Pupils</b>	<b>Teachers</b>	<b>Other adults</b>
<b>Arrangements for pupils not directly involved in the incident:</b>			
<b>Any ongoing risk? (i.e. conflict still occurring)</b>			

