

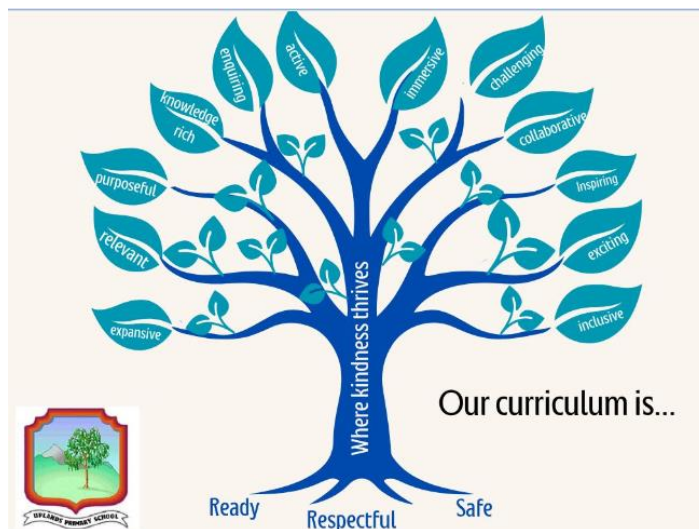
Uplands Primary School Off Site Policy and Procedures

Date Approved by Governing Body: June 2026

Date for review by Governing Body: June 2027



1. At Uplands Primary school, we strive to build an irresistible curriculum that inspires every child to be **Ready** to learn, **Respectful** in all they do, and **Safe** to grow and thrive.



2. We believe that off-site visits are an important part of our curriculum and provides pupils with engaging, interesting and enriching experiences that supplement our provision in school. This policy outlines procedures to follow to ensure that trips are safe and accessible to all pupils. This policy links to other policies such as:

- a. Safeguarding and Child Protection.
- b. Supporting pupils with medical conditions.
- c. Behaviour policy.
- d. SEN/Inclusion and Charging policy.
- e. Curriculum Teaching and Learning policy.

3. Before any visit, staff need to consider how going off-site will enhance the curriculum, the cost, accessibility and risk. Guidance will always be taken from Hampshire County Council as well as adhering to our own policies which naturally link such as child protection or behaviour.

Pre-visit requirements

4. All staff must adhere to the following:

- a. All new **teaching** staff to pre-visit with an experienced colleague to gain awareness of the location and its use/management/risks involved.
- b. Discuss the visit with SLT and ensure approval.
- c. Conduct the necessary risk assessments, give to the Headteacher or a member of the SLT for signing at least 72 hours in advance for local visits and enter the trip

details onto Hampshire Evolve for those away from local school base, at least two weeks in advance.

- d. Inform parents of the trip and ensure consent has been given.
- e. Check on the needs of the group (medical, dietary, physical, behaviour) and risk assess making adjustments as necessary.
- f. Ensure that there are the adequate supervision ratios for adults to pupils.
- g. Liaise with the office about the trip and the caterers regarding any meals needing to be provided for.
- h. Lead member of staff to pre-visit or contact the location as close to the event as possible to check that the conditions are as expected.
- i. Research must be carried out: weather, ground conditions, warden, local knowledge, website, check phone coverage, to check that conditions are as expected.
- j. Communicate with the pupils about the trip, expectations and ensure that vulnerable pupils are sufficiently prepared.

Approval requirement

- 5. This will vary according to the situation and agreements made:
 - a. **Within walking distance** – it is likely that parents are informed of this opportunity at the start of term or the beginning of the project, and simply require an update or reminder via a suitable source before the actual event. This will be a letter/email home
 - b. **Using local transport** (coach, minibus, taxi) – this will require a longer preparation period, a reminder notice to parents and, if unusual or not established, initial consent.

Equipment to be carried

- 6. This will vary considerably, but listed below is what we would generally expect.
- 7. **Leader/staff:**
 - a. Leader kits for each group, e.g first-aid, plastic bags/wipes, medicines and medical supplies
 - b. Mobile phones or means of contact (walkie-talkies in some circumstances).
 - c. Group medical background and contacts in a known place with lead individuals planning and risk assessment/operational procedures cards for reference.
 - d. Plan B, incident and emergency cards available and known.

8. Children and young people:

- a. Agreed clothing and footwear, including waterproofs if needed and spare clothing.
- b. Snacks as agreed.
- c. Drink as required (hot, cold, rehydration).
- d. Resources for activities (how to be carried).
- e. Wrist band for identification (if needed).
- f. Sun protection.

9. Plan B agreements (incidents, emergencies or action needed) for:

- a. Poor behaviour.
- b. Poor weather.
- c. Sick child.
- d. Sick staff.
- e. Other incidents/significant incidents.

10. Specific organisational and management procedures recorded on risk assessment should include:

- a. Road-crossing management.
- b. Activity zone management.
- c. Supervision strategies and group management.

Operational procedures

11. Before departure:

- a. Any preparation to be completed in school, including reminder of expectations set.
- b. Record of those going off site completed, and left with a suitable agency, e.g member of staff who is to act as base contact.
- c. The group's recent behaviour reviewed and considered, and any necessary action taken.
- d. Staff briefed (including volunteers) as required, all roles and responsibilities confirmed, major strategies confirmed.
- e. aims (benefit/value) and expectations (behaviour) are affirmed leader equipment and resources collected and checked.
- f. Mobile phones checked and charged.

g. Group to be met (resources, clothing, footwear checks) checked and briefed activity-specific organisation completed and communicated to all.

12. During the event:

- a. Pro-active not reactive leadership
- b. Enjoy the opportunity – the teaching and learning focus.
- c. Any specific controls initiated, e.g road walk, road-crossing systems, river walk management.
- d. Home bases and equipment store sites agreed and used specific activity organisation carried out.
- e. Reinforcement by all staff of aims and expectations, consistent use of behaviour strategy agreed communication checked and used, e.g from head counts to initiating Plan B.
- f. Supervision strategies followed.

13. After the event:

- a. Final head counts and equipment resource checks.
- b. Positive debrief (and thanks).
- c. Discussion/handover or return to indoor base.
- d. Report to the office/base contact 'all is well'.
- e. Record positive feedback and any issues (especially 'near-misses') or strategies that need implementation using the evaluation section on Hampshire Evolve.
- f. Enhance planning if possible for the next visit
- g. Feedback to senior managers and parents – celebrate the event

Training

14. All teachers employed by Uplands will undertake outdoor leader training every five years. Our EVC is one of our Assistant Headteachers and their training will be updated regularly. Staff new to teaching will always be accompanied by a more experienced member of staff.

Inclusion

15. We believe that all pupils are entitled to a broad and balanced education and will endeavour to ensure that pupils are included on our trips. Pupils will not be excluded from trips if parents are unable to pay (see charging policy). Our Pupil Premium will support our disadvantaged pupils to ensure that finance is not a barrier to attending the trip. Staff will always make adjustments to accommodate the needs of our pupils as far as possible. For example, to accommodate a child with a medical condition. These adjustments will be communicated to the child and the parents ahead of the trip. Pupils finding change difficult may have additional support before they go such as a social story to help them prepare for

change. Some pupils may have their own individual risk assessments for example if they attend a trip with a broken arm or have been displaying challenging behaviour.

Safety

16. No child will be taken off site without the checks listed above being complete and signed off by the Headteacher or in their absence another member of the SLT. Risk assessments and pre-visits will always be completed. Lead teachers will always have a phone and be able to contact a member of the SLT if needing advice during the trip. If we are concerned about an individual's potential safety on a trip, for example due to a medical reason or behaviour, we will contact the parents prior to the trip. We will always discuss ways to accommodate all children but any final decision made about the extent of a child's participation in a trip will be based on our risk assessment. Groupings of pupils will be made taking into account the needs of the pupils and not based purely on friendships. For example, a particular child may need to be with the First Aider and therefore be placed in his/her group.

17. We always add trips, that are further away from base ie: using transport, to the Hampshire 'Evolve' database. Each visit is then checked and approved by the Headteacher or in their absence another member of the SLT. Visits that are more complex and involve an 'adventurous activity, open water or over-night stay' are checked by Hampshire Local Authority and we always follow any advice given by Hampshire.

Child protection

18. We will try to ensure that other adults supporting the trip are DBS checked and aware of who to report to if they notice a concern about a child. Any unchecked volunteer, such as a parent, will be noted on the risk assessment will not be able to take pupils to the toilet or supervise the pupils without a DBS checked member of staff present. Children and adults will be briefed about where to meet in the event of an emergency. Children will be supervised by Uplands staff whilst using public areas such as toilets or changing rooms. Adults and pupils are not allowed to take photographs using their own mobile phones or cameras. Any photos will be taken using school cameras and not displayed in newsletters or on the school's website without permission from parents/carers. Vulnerable pupils must always be placed in a group led by an adult they know and trust.

First Aid

19. We will always ensure that we take a trained first aider and that medical conditions and allergies have been checked well in advance of the trip. The group leader will also ensure that they have checked prior to the visit if there are any facilities on site and where they can be located. Parents will always be informed if first aid has been given and contacted prior to the trip if staff have concerns. On returning to school (or sooner in the event of a serious incident) the Group Leader will always communicate any accidents/injuries to the Headteacher. Notes will be added to the documentation on Evolve.

Behaviour

20. We always expect high standards of behaviour from our pupils. Expectations will always be communicated to pupils before they depart. We will not accept any poor behaviour from pupils on a trip. In the event of poor behaviour, the Group Leader will speak to the child concerned. Back at school we will follow up with a sanction as in our behaviour policy.

21. If we have a concern about how an individual may behave on the trip, staff will discuss this and put in adjustments to ensure the safety of all pupils and adults. Parents may be asked to accompany their child as an additional adult if we feel that this will support the child.

Any adjustments made and concerns we have, will always be communicated to the parents in advance of the trip. As mentioned above any decision about the extent of a child's participation in a trip will be based on our risk assessments.

Parental permission

22. We will always send out notification of trips and residential visits with enough time for parents/carers to respond and give consent for pupils to be taken offsite. We will also send out reminders. However, the responsibility for giving permission rests with the parent/carer. We are unable to take pupils off site without the permission of parents/carers. Should permission not be given then arrangements will be made for the child to stay in another class for the duration of the visit.

Cancellation/postponement

23. We will always try to avoid disappointing pupils by cancelling trips. However, on rare occasions, it may be in the best interest of the safety of pupils and staff if events are cancelled at the last minute. Where possible we will try to avoid loss of money by postponing trips and rearranging for another date.

Residential Trips

24. We believe that residential trips provide opportunities for pupils to develop in ways beyond that of any other aspect of our curriculum. The activities as well as opportunities to develop independence, resilience, emotional skills and social skills cannot be provided or replicated elsewhere. We strongly encourage all our pupils to take up the opportunities we provide through:

25. Y3/4 camp. This progresses from staying in the evening in Y3 to an overnight stay in Y4.

26. Y5- short residential away from home for 2 nights.

27. Y6- school week away from home for 4 nights.

28. As mentioned above we will endeavour to support families with the cost of these trips as far as we can. We will always want to ensure that all pupils can participate in these trips and will work with families to support inclusion as mentioned above. We recognise that for some pupils, being away from home may be difficult for them and we will always work with pupils and families to support with this.