



HOPEBRIGHT
SCHOOL

Off-Site Visits Policy: Day Schools

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Off-Site Visits Policy

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 5
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 10
12. Supervision 11
13. Prohibited Off-Site Visits 11
14. Swimming in Natural Waters 11
15. Outdoor Adventure Activities 11
16. Visits abroad 12
17. Insurance 12
18. Implementation, Monitoring and Review 12
19. Sources of Information 12
 - Appendix 1 14
 - Appendix 2 15
 - Appendix 3 Record of Off-Site Visit Form 16
 - Appendix 4 16

HOPEBRIGHT SCHOOL BOLTON

OFF-SITE VISITS POLICY

This document forms part of Hopebright School Bolton's Health and Safety Policy.

1. Introduction

For the purpose of this policy, Hopebright School Bolton 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 Hopebright School Bolton's 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 activities, where applicable;
- overnight stays and residential visits in the UK; and
- visits abroad.

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

- National Guidance produced by the Outdoor Education Advisers' Panel (OEAP);
- DfE Guidance: Health and Safety on Educational Visits;
- DfE Guidance: Keeping Children Safe in Education;
- Independent School Standards;
- Health and Safety at Work etc. Act 1974; and
- Management of Health and Safety at Work Regulations 1999.

2. Driver and Vehicle Policy

Hopebright School Bolton provides guidance on all aspects of driving on school business in the Driver and Vehicle Policy. Issues addressed include:

- responsibility for safety;
- driver assessment and competence;
- drivers' licences;
- 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 Visits Policy and the Driver and Vehicle Policy. All staff transporting pupils in any vehicle must have completed the school's driver approval, licence checking and vehicle insurance verification process before transporting pupils.



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 pupils, opening their eyes to areas such as art, heritage, culture, adventure and the natural world;
- to enhance curricular opportunities and provide access to meaningful educational and social experiences beyond the classroom;
- to promote the independence of pupils as learners, and enable them to grow and develop in new learning environments;
- to give all pupils the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally;
- to support pupils' social, emotional and personal development; and
- to encourage pupils to develop confidence, resilience and positive relationships.

4. Roles and Responsibilities

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

Infection control and public health considerations

Where there are local or national public health concerns, these must form part of the thinking and planning for all off-site activities. This is a responsibility shared by all staff involved in planning, approving and delivering visits. Every venue or activity provider should have suitable risk management arrangements in place where specific infection control or public health risks exist.

Where relevant, visit planning must include:

- Hopebright School Bolton's current health, safety and infection control arrangements;
- the venue or activity provider's relevant risk assessment or management plan; and
- any additional pupil-specific medical or welfare considerations.

Insurance

All Level 2 and Level 3 off-site visits must be considered as part of the planning process to ensure they are covered under the school's current insurance provision. Some activities may require additional checks, evidence of provider competence, professional memberships, licences, qualifications or insurance arrangements.

4.1 Educational Visits Co-ordinator / Health and Safety Lead

Whilst overall responsibility for health and safety at Hopebright School Bolton rests with the proprietor/governing body, day-to-day responsibility for the management of off-site visit procedures is delegated to the Head Teacher and the appointed Educational Visits Co-ordinator (EVC) or Health and Safety Lead.

The role of the EVC/Health and Safety Lead in respect of off-site visits is to:

- act in the role of Educational Visits Co-ordinator, in accordance with national guidance;
- ensure visits are planned and delivered with due regard for current legislation and best practice;
- liaise with the school's training manager/administrator to ensure that relevant staff receive appropriate training in accordance with their roles and responsibilities;
- support suitable training to enable staff to discharge their duties in respect of off-site visits;
- be available to provide advice, support and guidance to staff planning an off-site visit;
- be informed about all planned and agreed Level 2 and Level 3 activities;
- externally vet visit planning and risk management for Level 3 visits where required; and
- liaise with the Head Teacher and proprietor/governing body where higher risk or residential visits are proposed.

4.2 Off-site visit leader training

The EVC/Health and Safety Lead will support the delivery of off-site visits training and the vetting of higher risk assessments and approvals. They will act as a first point of contact for the school in relation to the visit planning process and will involve other members of the senior leadership team where specific areas require senior operational input.

4.3 Head Teacher

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

The role of the Head Teacher is to ensure that:

- the off-site visit complies with all Hopebright School Bolton 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 are in place;
- the ratio of staff to pupils is appropriate;
- travel times out and back are known and a contingency plan exists for any delays;
- all necessary documentation has been completed appropriately; and
- approval has been sought to run and plan Level 3 visits.

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

4.4 Visit Leaders

The Visit Leader has overall responsibility for the supervision and conduct of the visit and must be approved by the Head Teacher. All Visit Leaders must have completed appropriate off-site visit training within the last 3 years.

The Visit Leader must:

- follow all Hopebright School Bolton 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;
- 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 pupils 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 pupils is appropriate for the needs of the group;
- practise dynamic risk assessment throughout and stop the visit if the risk to the health and safety of pupils or staff becomes unacceptable;
- ensure that consent has been obtained for every pupil 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 including Teachers, HLTAs, LSAs and Support Staff

All members of staff have a responsibility to adhere to Hopebright School Bolton policies, procedures and guidance.

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

- to take reasonable care for the health and safety of themselves 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 interests of health, safety or welfare;
- to report equipment defects, potential hazards or accidents 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 Hopebright School Bolton both in school and on off-site visits. Staff are also reminded of their common law duty of care towards the pupils and staff of Hopebright School Bolton.

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 higher risk activities can be found in Appendix 1.

Level 1

Notice Period	Risk	Distance
minimum 1 hour	Low – Medium	max. 75 miles

For visits carried out wholly during the school day or school hours.

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, with email or verbal notification of visits planned.

Risk Assessment: Visit Leader to complete a locally developed Level 1 Off-Site Visit Form and Risk Assessment (Appendix 3), completed by hand or approved electronic format. Pre-defined risk assessment for school vehicles and general issues. Provider’s risk assessment where available. Pre-visit or discussion with staff who have previously visited the location.

Approval: Annual approval at the start of every academic year by Head Teacher. Day-to-day approval by Head Teacher or Deputy Head Teacher.

Notification: Email or verbal notification to Head Teacher on departure. Notification to external advisers/proprietor not normally required.

Level 2

Notice Period	Risk	Distance
minimum 2 weeks	Low – Medium	max. 150 miles

For visits extending beyond the normal school day or having some increased risks or complexity involved in the venue/activity.

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 the pupil.

Risk Assessment: Unique interactive risk management document completed by Visit Leader in consultation with senior staff. Pre-visit or discussion with staff who have previously visited the location unless the provider has the LOtC Quality Badge or equivalent recognised assurance.

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 Head Teacher at planning stage. The Head Teacher or nominated senior leader must be provided with the completed summary sheet, checklist and contact list prior to departure.

EVC/Health and Safety Lead notification required at planning stage.

Level 3

Notice Period	Higher Risk Notice	Risk	Distance
minimum 3–12 months*	1 week – 1 month**	Low – Medium – High	unlimited

Low to high risk visits involving residential or foreign travel and day visits involving higher risk activities as defined in Appendix 1.

*Residential trips: UK – 3 months; foreign travel – 6 months’ notice minimum.

**Higher risk activities: repeated/regular activity – 1 week’s notice; unique activity – 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. Pre-visits are required unless provider holds the LOtC Quality Badge or equivalent recognised assurance. Foreign travel must be conducted using recognised 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.

External verification/approval of Level 3 risk assessment by the EVC/Health and Safety Lead or competent adviser, following sign off by Head Teacher, ideally 10 days prior to departure.

Notification: Advanced notification to Head Teacher at planning stage using visit approval form. Notification to proprietor/governing body or nominated responsible person required at planning stage before any visit is booked.

The LOTC Quality Badge is a nationally recognised indicator of good quality educational provision and effective risk management.

6. Off-Site Visits Procedure

It is the belief of Hopebright School Bolton that staff should be encouraged to organise and take pupils 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 or recreational nature;
- as far as reasonably practicable, the safety of both staff and pupils is assured;
- informed consent for visits is always sought;
- visits are financially sound;
- all pupils have equal access to off-site opportunities;
- senior staff approve all visits; and
- the authorising member of staff must notify the appropriate senior leader of any intended Level 2 or Level 3 visit and provide 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, the following notice periods for approval and planning should be adhered to where possible:
 - Day trips within 75 miles – 1 hour minimum, where visits are pre-planned and assessed at the start of the 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 types of visits referred to above. Visit Leaders should discuss their ideas with an experienced member of staff who has organised off-site visits previously. At this stage the Off-Site Visit Approval Form (Appendix 4) should be completed and signed off by the Head Teacher for Level 2 visits and by the Head Teacher plus the EVC/Health and Safety Lead or competent adviser for Level 3 visits. Staff should ensure the risk benefits of the visit are included in the authorisation form or the Level 1 visit form if the visit is low risk.
3. While pre-inspection of venues is strongly recommended for Level 2 and Level 3 visits, necessary information may be obtained via discussion with staff who have already visited the venue, use of

mapping/street-view tools or directly from a provider who holds the LOtC Quality Badge or equivalent recognised assurance. Use of a recognised travel provider may discharge this requirement for overseas travel with the agreement of the Head Teacher and EVC/Health and Safety Lead.

4. Ensure the Visit Leader has undertaken appropriate visit leader training within the last 3 years and is competent to lead the intended visit. Where this is not the case, the Visit Leader must have access to suitably qualified staff either internally or through a third-party provider.
5. Decide on the number, age-range and names of pupils 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 examinations.
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 pupils on the visit, positive handling 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 requirement.

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

7. Complete all necessary documentation as defined under Section 5 'Classification of Off-Site Visits' and seek approval from the appropriate senior member of staff.
8. The senior member of staff authorising the visit will ensure that the appropriate senior leader, EVC/Health and Safety Lead or proprietor/governing body representative is notified of the intended visit at this stage for Level 2 and Level 3 visits.
9. Before leaving site for any visit, the following items and documents should be in the Visit Leader's possession:
 - mobile phone, charged and switched on, with the same number as on the 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 risk management document, stored securely for the duration of the visit and administered in line with the Administration of Medication Policy;
 - means of payment for emergency expenses.

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

- medical information/consent forms;
- completed and signed risk management document;
- completed emergency management plan;
- register of pupils' emergency contact details for parents/carers/legal guardians.

10. Deputy/Assistant Head Teacher to give verbal or email notification of off-site visit to Head Teacher on departure for Level 1 visits only.

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

11. Once outline approval has been granted by the Head Teacher, information on all Level 2 and Level 3 visits must be provided to the EVC/Health and Safety Lead using the signed visit approval form. Details should include:

- proposed dates;
- venue and itinerary;
- number of pupils;
- Visit Leader; and
- 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, or 2 weeks in advance for high-risk non-residential Level 3 visits. Court and/or social worker approval for pupils subject to relevant care arrangements must be sought as soon as possible if the visit involves the pupil leaving the country.

13. Using the following information, the Visit Leader is to complete all applicable sections of the risk management document:

- individual care/placement plans, behaviour support plans and risk assessments;
- providers' risk assessment information, activities and events schedule;
- medical information/consent form for Level 2 and Level 3 visits; and
- PEEPs for pupils requiring additional support 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 pupils taking part in the visit. Responsibility for compilation of this file may be delegated to a designated administrator and should include:

- individual behaviour support plans and risk assessments;
- blank records including incident, accident and injury, information and RPI forms;
- emergency contact details and medical information/consent forms;
- details of a staff recovery team to travel to support pupils who are struggling or take the place of incapacitated members of staff;
- additional health information including administration of medicine records;
- checklists to ensure all essential documents have been gathered; and
- PEEPs.

15. Identify the senior contact at Hopebright School Bolton who will hold all information regarding the visit in case of emergencies for overnight and foreign visits. This contact must be available 24/7 and be in a

position and trained to make key decisions and instigate the Critical Incident Plan, if required. This will usually be the Deputy Head Teacher 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 Teacher will check and vet the risk assessment. The document must then be sent 10 days prior to departure to the EVC/Health and Safety Lead or competent adviser for final approval and sign off.

Only once all relevant parties have signed off 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, emergency contact sheet and checklist sheets to the appropriate senior leader or proprietor/governing body representative where required.
18. Post visit, the Visit Leader should return the Plan B or evaluation section of the risk management document with feedback on the visit to the Head Teacher. This should be filed along with a copy of the visit records as evidence of learning outcomes, where appropriate, and to assist future visit planning.

7. Risk assessment

In line with Hopebright School Bolton Health and Safety and Risk Assessment Policies, the school 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 completed by the Visit Leader and must contain a summary of the significant risks identified along with their controls. For Level 2 and Level 3 visits, a more in-depth risk assessment is required using the school's approved visits management documentation.

In all cases, each activity must have a unique and new risk assessment created for it, where adequate consideration is given to the pupils and staff attending along with the risks and benefits associated with the activity. This must be completed by the intended Visit Leader on current paperwork.

The use of generic statements regarding control of risk is to be avoided. Controls must address the specific risks raised. Where it is suspected that an old risk assessment has been copied and pasted without proper review, the assessment will not be authorised, and disciplinary action may be considered due to disregard for the health and safety of pupils and staff involved.

Hopebright School Bolton also requires all staff to practise dynamic risk assessment on an ongoing basis throughout any off-site visit and respond appropriately. Any significant variations should be recorded in the Plan B or evaluation section of the risk management document.

For regularly scheduled Level 3 activities delivered by the staff team or by the same provider, such as horse-riding lessons, climbing, mountain biking or caving, an authorised annual standing Level 3 assessment and approval may be permitted using a Level 1 visit form to record details of the days, timings and pupils 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 appropriate first aid provisions are in place.

Minimum expectations include:

- Emergency First Aid at Work or equivalent minimum cover for any level of visit;
- First Aid at Work or equivalent where medical assessment indicates an increased level of risk and for all residential and foreign visits;
- Paediatric first aid where any participating child is under 8 years of age; and
- suitable first aid cover for any activity delivered on a standing Level 3 assessment.

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 risk management document will allow the Head Teacher, EVC/Health and Safety Lead, School Nurse or specialist health practitioner, where applicable, to determine the number of first aid staff required along with the appropriate level of qualification. Additional actions relating to medication and specialist training due to specific medical issues affecting pupils and staff on the visit must be recorded in the assessment and followed by Visit Leaders.

9. Emergency Procedures

Emergencies can cover a multitude of scenarios including accidents to staff and pupils, breakdown of or accidents involving transport, pupils running away or engaging in serious behavioural incidents.

The senior management 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 risk management documentation.

Hopebright School Bolton 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 pupil at Hopebright School Bolton 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 Hopebright School Bolton 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 pupils 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 pupil 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 this 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 and any additional risks or requirements.

Pupils subject to care orders or local authority arrangements must have permission granted by the relevant court, local authority 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. Pupils and staff should be aware that they are representing the school at all times and are responsible for ensuring that they do not, at any time or under any circumstances, bring the school into disrepute.

Pupils should be aware that inappropriate behaviour could risk their being returned to school early and jeopardise their chances of taking part in further visits.

Given the nature of the school and the needs of pupils, behavioural incidents may occasionally occur. If an incident occurs, the Visit Leader will be responsible for moderating the behaviour or removing the pupil from the venue/activity where appropriate. 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 EVC/Health and Safety Lead must be notified of all such incidents as soon as reasonably possible.

12. Supervision

The appropriate supervision and management of pupils is essential irrespective of their location. However, the additional risks posed by off-site visits necessitate even greater vigilance.

All staff at Hopebright School Bolton are expected to adopt a proactive approach to supervising and monitoring the location and behaviour of pupils. 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 pupils taking part.

There should always be sufficient competent staff to cope effectively with emergencies. All staff taking part in the visit must carry suitable identification for use in the event they are challenged in relation to authority or the use of positive handling/restrictive physical intervention.

The Visit Leader should establish rendezvous points and tell pupils what to do if they become separated from the group. In the event that a pupil is seen or believed to have deliberately left the group, the Visit Leader should employ the procedures outlined in Hopebright School Bolton's Missing from Education or Missing Pupil procedures.

13. Prohibited Off-Site Visits

Under no circumstances should staff invite or permit a pupil to visit their own home or that of a family member, colleague or friend. Furthermore, staff must not invite or 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 pupil's legal guardian, where required, has been obtained.

Visits to trampoline warehouse facilities or similar venues will not normally be authorised unless the provider, supervision arrangements, insurance, risk assessment and staffing are considered suitable by the Head Teacher and EVC/Health and Safety Lead.

Certain higher risk Level 3 activities, particularly those requiring an insurance waiver, cannot take place without explicit agreement from the Head Teacher and EVC/Health and Safety Lead. Where a waiver is used, the Visit Leader must check that all terms and conditions are in line with the standards of care applied to pupils.

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 Hopebright School Bolton not to allow such activities unless suitably trained staff or providers are present with appropriate rescue equipment. Staff should know the waters being used and these must 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 judgement on what constitutes paddling in the sea, but no pupil should go beyond knee depth when walking by the sea and this must be subject to prevailing weather and environmental conditions.

15. Outdoor Adventure Activities

If a member of Hopebright School Bolton staff is to organise, lead and instruct pupils on adventure activities, including Duke of Edinburgh activities where applicable, they must demonstrate competence by holding the relevant National Governing Body award where it exists and suitable experience in leading such activities.

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 2004, where applicable. The provider will also be expected to provide risk assessments and method statements for the proposed activities.

16. Visits abroad

Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place and that 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, all visits abroad must be accompanied by a member of the school Leadership Team and must be approved by the Head Teacher and proprietor/governing body or nominated representative.

Foreign travel must be planned to use reputable travel providers where appropriate, and specific attention must be given to:

- passports and visas;
- medical needs and travel health;
- emergency contacts;
- insurance;
- accommodation and supervision arrangements;
- safeguarding arrangements;
- behaviour support and risk assessments; and
- local laws and cultural expectations.

17. Insurance

The insurance policies carried by Hopebright School Bolton should cover most Level 1 and Level 2 activities and associated transport of pupils. However, it is the responsibility of the Head Teacher to ensure that there is suitable insurance in place for Level 3 visits involving higher risk and residential activities.

Where doubt exists about the level of cover, the Head Teacher or EVC/Health and Safety Lead will liaise with the school's insurer or insurance adviser before the visit is approved.

Where an activity is not covered, comprehensive information may be required on the activity, provider, staff training, qualifications and insurance before a decision can be made. 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 Hopebright School Bolton are the Head Teacher and Deputy Head Teacher.

The designated members of staff are also responsible for ensuring that all pupils, staff, parents/carers and placing local authorities are aware of the school's policy on off-site visits.

This policy document will be reviewed at least annually by members of the Senior Leadership Team, led by the Head Teacher and EVC/Health and Safety Lead, and, if necessary, more frequently in response to significant new developments in national, local or organisational policy, guidance and practice.

Following the annual review, this policy will be submitted to the relevant school committee or proprietor/governing body representative for 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. Off-site visits may form part of the school's quality assurance and safeguarding audit arrangements.

19. Sources of Information

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

- Council for Learning Outside the Classroom: www.lotc.org.uk
- Outdoor Education Advisers' Panel National Guidance: www.oeapng.info
- Health and Safety Executive school trips guidance: www.hse.gov.uk/education/school-trips.htm
- DfE Health and Safety on Educational Visits guidance: www.gov.uk
- Hopebright School Bolton policies and procedures

Appendix 1

Higher risk activities subject to Level 3 authorisation and assessment

Higher risk activities require Level 3 authorisation and assessment if operated externally, and specific health and safety authorisation, parental consent and risk assessment if delivered in house.

- All activities in open country such as Duke of Edinburgh expeditions.
- Swimming, all forms excluding publicly lifeguarded 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, although indoor laser quest may be considered Level 1 where risk assessed as low.
- 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.
- Coasteering/coastal scrambling/sea level traversing.
- Underground exploration, except designated show caves.
- Shooting, air rifle, air pistol, clay pigeon, game and archery.
- Skiing, snowboarding and related activities, including dry slope.
- Air activities excluding commercial flights, including hang-gliding, paragliding and parachute drops.
- Horse riding and equine-related activities, including any activity where a pupil sits on a horse.
- Motor sport, including go karts, buggies and motor trail bikes.
- High level ropes courses.
- Trampoline lessons and activities at a suitable sports facility.
- Contact sports other than football.
- Martial arts and boxing.
- Extreme sports, including parkour, bungee, zorbing, mountain or ATB boarding.
- Other activities involving skills or risks inherent in any of the above.

Any activity requiring completion of an insurance waiver is subject to specific approval by the Head Teacher and EVC/Health and Safety Lead.

This list is not exhaustive and advice from the EVC/Health and Safety Lead 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 qualified staff will not normally be authorised.

Any of the above activities without the express permission of the Head Teacher and EVC/Health and Safety Lead is prohibited.

Appendix 2

Persons responsible for visits at Hopebright School Bolton

Head Teacher: [Insert name]

Deputy Head Teacher: [Insert name]

Educational Visits Co-ordinator / Health and Safety Lead: [Insert name]

Designated Safeguarding Lead: [Insert name]

Appendix 3 Record of Off-Site Visit Form

Hopebright School Bolton - RECORD OF OFF-SITE VISIT LEVEL 1

Date: Time Out: am / pm Time In anticipated: am / pm

Mode of Transport, type and registration:

School Mobile Telephone Number:

Staff

Visit Leader: First Aider: Qualification:

Other Staff:

Seating Plan to be completed before departure in any vehicle

Driver:

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

Pupils only to be completed if a vehicle is not being used:

Destination:

Activity: Description including reason and benefits to pupils:

Have you contacted the organisers/venue to confirm your activity is still viable? Recreational visits only:

Yes / No / N/A

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

Medication

Pupil'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.

Hopebright School Bolton - 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. pupil, staff, other pupils or other adults.
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, 2 Unlikely, 3 Possible, 4 Probable, 5 Certain.
5. Calculate risk: Severity x Likelihood and identify whether it is Low, Low Medium, High Medium, High or Very High.
6. Identify measures taken to reduce the severity or likelihood of harm.

Activity: No. of Staff incl. positive handling status: No. of pupils:

Does the nature of this activity require an additional assessment? Yes / No / N/A

Have you read a copy of the provider’s 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	Severity 1-5	Likelihood 1-5	Risk Calc S x L	Risk Level	Measures to Control Risk
Missing from care/education						
Failure to follow instruction						
Road safety/RTA						
Getting lost in crowds						
Returning with inappropriate items/theft						
Behavioural incident						
Activity risk 1						
Activity risk 2						
Activity risk 3						

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

Hopebright School Bolton

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 3 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 Teacher or Deputy Head Teacher 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/Deputy and EVC/Health and Safety Lead or competent adviser 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, including 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, including company name, qualifications held and reasons for choosing:

Details and address of any accommodation being used:

Details of the proposed programme, including itinerary and 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 Level 2 and 3: _____ Date: _____

EVC/Health and Safety Lead Level 3: _____ Date: _____



HOPEBRIGHT
SCHOOL