



# EASTWARD HOUSE SCHOOL

## **Off School Site Safeguarding and Health and Safety Policy and Procedures**

### **Ratification**

<b>Role</b>	<b>Name</b>	<b>Date</b>
<b>Proprietor</b>	<b>Harriet Harrison</b>	<b>10th January 2024</b>
<b>Business Manager</b>	<b>Peter Davies</b>	<b>10th January 2024</b>
<b>Review Date:</b>	<b>10/01/25</b>	

## Legal Requirements

The Education (Independent School Standards) (Wales) Regulations 2024 state that independent schools must draw up and effectively implement a written policy to safeguard and promote the health and safety of pupils on activities outside the school. This policy complies with the following documentation as per Welsh Government Guidelines.

<https://oeapng.info/about-oeap/oeap-cymru/>

- The policy also has regard to *Health and Safety of Pupils on Educational Visits (HASPEV)*.

**This policy should be read by all staff before starting at Eastward House School and should be read *in conjunction with the hyperlink above*.**

**For the purposes of this document for the terms used:**

- ***The Proprietor and Employer is Harriet Harrison.***
- ***The Educational Visits Co-ordinator is Peter Davies***
- ***The Lead teachers are those designated as Leads for each group within the school.***

**The Proprietor and Employer is responsible for making sure that all staff are aware and have a clear understanding of all Safeguarding and Health and Safety policies before they work with any children in our care at Eastward House School.**

Under the **Health and Safety at Work etc Act 1974** employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities. This includes participants in educational visits.

The Management of Health and Safety at Work Regulations 1992 (updated 1999), made under the 1974 Act, require employers to:

- assess the risks of activities (see Risk management in [Section C9](#));
- ensure that measures to control those risks are adequate.

This includes telling employees about safety measures along with reasonable measures to ensure that these are followed and implemented. The 'reasonable' requirement will generally be satisfied by monitoring arrangements 'in the field' until the employer is satisfied that there is reasonable understanding of what needs to be done, and to be reasonably satisfied that it is being done. It is not necessary to monitor the performance

of every employee on every activity, but by a process of targeted and random monitoring (and revision of practices as appropriate) the employer can be satisfied that there is general understanding and compliance with the employer's wishes;

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all activities, including educational visits. Teachers/youth workers and other staff in charge of young people also have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

Education law empowers employers to ensure compliance. More detailed guidance on legal responsibilities and powers is given in [Annex 1 Health and Safety: Responsibilities and Powers](#). This legal framework underpins the guidance set out in this document.

#### • **Introductory Statement and Duty of Care**

Off site visits form a very important part of the curriculum provision at Eastward House School. Eastward House School recognises the educational value of off-site visits and their contribution to the personal and social development of the pupils. The purpose of this policy document is to ensure that all off-site visits are correctly planned, managed and supervised so pupils can safely participate in the opportunities that are offered. The standard of care required of a teacher is that which can reasonably be expected from teachers generally, applying skill and awareness of children's problems, needs and susceptibilities. It is expected that a teacher will do that which a parent, with care and concern for the safety and welfare of his or her own child, would do. However, the legal duty of care expected of an individual teacher is that which a caring teaching professional would expect of themselves.

The legal liability of a teacher or lead teacher for an injury which is sustained by a pupil on an off-site visit depends on whether the injury to the pupil is a direct result of some negligence or failure to fulfil the duty of care on the part of their teacher or Lead teacher. There is no legal liability for any injury sustained by pupils unless there is proven negligence.

#### **Roles, responsibilities and authorisation**

In line with Legislative expectation, Eastward House has appointed **Peter Davies** as

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School Educational Visits Co-ordinator (EVC).

If an off-site visit is proposed, permission must be sought from the School Educational Visits Co-ordinator (EVC) and the guidance below followed, before any commitment is made on behalf of the school. The EVC will make an informed and final decision based on the educational benefits to pupils alongside other factors such as staff ratios and risk. Off-site visits may be cancelled or postponed on occasion due to circumstances beyond our control.

**The role of the EVC is to:**

- Ensure that they are familiar with National and Local Procedure and Guidance and support those engaging in Offsite visits, to do so in line with current legislation
- Remain up to date with Legislation, Policy, Procedure and Guidance and to keep and share documentation which will support staff to operate within this
- Ensure that all offsite activity meets employer and establishment requirements
- Be the first point of contact for colleagues planning an offsite visit to provide support, advice and guidance
- Ensure that Eastward House Trips Out Request Forms and risk assessments are completed and handed in prior to off-site visits taking place
- Keep appropriate records including record of visits and any incidents, accidents or near misses
- Organise training and induction
- Monitor practice – before during and after including evaluations
- Make a judgement call, along with the Proprietor, about the competence of colleagues to lead visits

Where the activity involves a higher risk (category C) activity including a period of more than 24 hours, an overnight stay, or a journey by sea or air, the EVC will follow 'Offsite visits and Trips Policy, Procedures and Guidance' and will seek the approval of the Proprietor before permitting the activity to take place.

**The role of the organiser is to:**

- Seek permission from the EVC by completing and electronically sending a 'Eastward House school trips out request form' making the benefits to pupils explicit
- Appoint a responsible and suitable deputy party leader
- Meticulously plan each visit considering health and safety as well as educational benefits
- Where available, seek risk assessments from providers and carry out their own thorough risk assessment prior to an activity or visit taking place and hand them to the EVC at least two weeks in advance unless there are exceptional circumstances
- Book buses with the admin team providing at least two weeks' notice to maximise availability
- If packed lunches are to be provided, ensure that parents are informed about allergy and healthy eating requirements.
- Nominate a responsible delegated deputy party leader

- Share risk assessments and Emergency Procedure, with other adults taking part in the activity
- Ensure medical records, care plans, and pupil profiles are up to date and available whilst off-site
- Ensure that medication is within date, stored carefully and available whilst off-site to comply with that subject area policy and procedures
- To ensure that they have a school working mobile phone which is switched on and used only for emergency purposes and in line with our use of technology policy
- Ensure availability of stocked first aid boxes both on the bus and about their person

## **1 Administrative Procedure**

- 1.1 The organiser has initial discussions with the Proprietor and EVC to consider the feasibility, prospective dates, curriculum issues, appropriateness, costing etc.
- 1.2 The organiser seeks advice and support from the EVC and Proprietor on issues such as risk assessments, supervision requirements, information for parents and all administrative arrangements.

1.3 Due consideration is given and hopefully errors are spotted at this stage, in which case the application will be returned to the organiser for re-submission.

1.5 The application is approved by the EVC

1.6 The organiser assembles a Contact Folder which is both electronic and in hard copy. The folder must be given to the lead teacher at least 24 hours before departure. The Contact Folder must contain the following:

- Group List of pupils and supervisors;
- Finalised itinerary;
- Copy of all the information given to parents;
- If issued, a photocopy of both sides of the Parental Consent Form;
- Contact details for the organiser and group throughout the visit;
- Copy of the risk assessment(s);
- Emergency contact information for supervisors.

1.7 After the visit the following should be undertaken by the organiser:

- A written record of any injuries and/or significant illnesses
- An evaluation of the visit to the lead teacher to include notification of any incidents, accidents or significant illnesses. This should include details of any disciplinary incidents taken during the visit along with recommendations for any further action;
- Notification to other staff of any problems associated with specific pupils and risk assessments adjusted accordingly.

## **2 Emergency Procedures**

2.1 Staff should carry an 'aide-memoire' outlining what their response should be in an emergency. This should be a summary of the emergency procedures outlined below (2.2 – 2.17) as well as a list of all the key telephone numbers, including the School Contact.

2.2 Establish the nature and extent of the emergency as quickly as possible.

2.3 Ensure that all the group are safe and looked after.

2.4 Establish the names of any casualties and get immediate medical attention for them.

2.5 Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.

2.6 Ensure that an approved adult supervisor (whose name appears on the Consent Form signed by the parents) accompanies casualties to hospital and that the rest of the group is adequately supervised at all times and kept together.

2.7 Notify the police if necessary. Inform the School Contact. The School Contact can be used to inform parents and next of kin of both pupils and supervisors.

2.8 Details of the incident to pass on to the School Contact should include:

- Nature, date and time of incident;
- Location of incident;
- Names of casualties and details of their injuries;
- Names of others involved so that parents can be reassured;
- Action taken so far;
- Action yet to be taken (and by whom)
- Contact details for the group and group leader.

2.9 If applicable, notify the insurers, especially if medical assistance is required (this may be done by the School Contact).

2.10 If applicable, notify the provider/tour operator (this may be done by the School Contact).

2.11 Ascertain telephone numbers for future calls. Mobile phones may be subject to technical difficulties and should not replace usual procedures.

2.12 Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.

2.13 Keep a written account of all events, times and contacts after the incident.

2.14 No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the Proprietor.

2.15 No-one in the group should discuss legal liability with other parties.

### **3 First Aid**

3.1 First aid should form part of the risk assessment. Before any off-site activity takes place, the organiser should assess what level of first aid might be needed.

3.2 For adventurous activities, visits abroad, residential visits and sports events at least one of the adult supervisors should hold a current first aid qualification.

3.3 A suitable first-aid kit, provided by the School, must be taken on all visits.

## 4 Information for Parents and Preparation of Pupils

4.1 Parents are aware that pupils at Eastward House School undergo local visits to various public destinations as a regular part of their curriculum. However, any trip that is outside of our 'norm' should always be notified to parents and written consent obtained

4.2 It is possible to obtain consent by email where this is the normal mode of contact with parents. They will receive written information on all visits in which their child is participating. The amount of information provided for parents will obviously vary according to the type of trip and the time spent away.

4.3 As a basic minimum, the following details should be given well in advance in respect of all trips:

- Destination and purpose of the trip;
- Names of the organiser, other staff and other adults;
- Dates and times of departure;
- Dates and times of return;
- Method of travel;
- Arrangements for delayed return;
- Requirements for the journey;
- Clothing and personal equipment that needs to be brought;
- Specific rules and code of conduct;
- Details of potential hazards and their management;
- Explanation about any financial aspects;
- Notification of any remote supervision with details of the supervision arrangements;
- Name and telephone number of the School Contact, emphasising that this is for emergency use only.

4.4 Additional advance information, as appropriate, may include:

- A statement of whether insurance cover is included or not;
- Details of any insurance cover with the names and addresses of the insurers;
- Activities and visits in which pupils will be allowed to participate and whether these are included in the cost of the trip;
- Cost and method of payment if appropriate;
- Name and address of any travel company through whom any arrangements are made;
- Name and address of any third party provider of adventure activities and a statement confirming that the provider is licensed under the 'Adventure Activities Licensing Regulations 1996'.
- General information about accommodation (eg. type, domestic arrangements,



recreation facilities, other users etc); Documents that need to be brought (eg. passports, visas, student identity cards, European Health Insurance card etc);

- Specific vaccination and medical requirements;
- Address and telephone number where the pupils will be staying;
- Address and telephone number where the organiser and staff can be contacted by parents.

4.5 Although all the relevant information must be given in writing, it is advantageous for organisers and staff to invite parents and pupils to an 'information evening' before any extended residential trip.

4.6 Pupils should be involved in the planning of the visit wherever appropriate in order for them to be well prepared, to understand any potential dangers, to understand what is expected of them, to take informed decisions and be less at risk.

4.7 The group leader should decide how information is provided but must ensure that the pupils understand key information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils.

4.8 Pupils should understand:

- The aims and objectives of the visit or activity;
- The background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from them;
- Appropriate and inappropriate personal and social conduct, including sexual activity;
- Who is responsible for the group;
- What not to bring back e.g. drugs and knives;
- What to do if approached by anyone from outside the group;
- Rendezvous procedures and what to do if separated from the group;
- Emergency procedures;

4.9 Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place;
- Do not rush;
- Always show respect for people inside AND outside of the vehicle
- Wear seat belts and stay seated whilst travelling, do not kneel or stand on seats and do not throw things from the windows;

- Never tamper with any of the vehicle's equipment or controls, or distract the driver
- Bags must not block the aisles or cause obstructions; Use the Green Cross Code when crossing roads in the UK.

4.10 Every effort should be made to include all our pupils with special educational or medicinal needs. Special attention should be given to supervision ratios and additional safety measures.

4.11 The group leader should discuss the any special individual needs of each pupil with the parents.

4.12 Attention should always be given by the group leader to the following factors and they should always be taken into consideration:

- Is each pupil capable of taking part in and benefitting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional or different resources be necessary?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?

## **5 Permission and Parental Consent**

5.1 all off-site visits must have the permission of the Proprietor, Harriet Harrison

5.2 Parents and guardians must be notified in writing of each off-site visit that is beyond our 'normal and routine' visit locations for which we already have parental consent and other very local and short visits. Organising staff have a responsibility to inform parents and guardians fully on all aspects of any bigger visit.

5.3 Consent from a parent or guardian must include consent for an accompanying member of staff to act on their behalf in an emergency and to approve medical treatment (including anaesthetic, operation and blood transfusion) as is deemed necessary upon the advice of a qualified medical practitioner should contact with the parent or guardian be impossible, including the signing of consent forms required by medical authorities where those authorities are of the opinion that it would be inadvisable to wait for the signature of a parent or guardian. Loco parentis forms for each pupil should be held for each pupil and should be checked by the trip organiser.

5.4 Parents or guardians must provide the organiser with details of any medical needs or conditions applicable to their child. This must include authority for an accompanying member of staff to administer medication as prescribed by a medical practitioner or as indicated by the parent or guardian.

5.5 Any parent or guardian who is not prepared to give their full consent or who does not wish to supply information to the organiser should be referred to the EVC and organiser, and the child will be unable to participate in the visit.

5.6 The published collection arrangements for pupils at the end of a visit can only be changed with the permission of a parent. Permission can be given in writing or by speaking with the parent but a third party cannot give permission on behalf of a parent.

## **6 Competency, Currency and Third Party Compliance to Standards**

6.1 For an adventure activity, the EVC must ensure that the organiser and other adult supervisors are suitably competent and currently qualified to lead or instruct pupils in the activity. The Lead teacher should also confirm this information with the EVC.

6.2 The relevant National Governing Body award, where it exists, is the preferred indicator of competence. Other factors such as the level of training, experience and personal qualities can also be considered by the Lead teacher in determining the level of competence.

6.3 Organising staff have a responsibility to assess the quality of a third party provider, especially in terms of learning and safety. Public liability insurance must also be confirmed. Eastward House School staff should check whether the provider is an assured member of the School Travel Forum (STF) and is accredited with the award of a Learning Outside the Classroom (LOtC) Quality Badge.

6.4 Organisers have a responsibility to check that third party providers offering hazardous activities are licensed under the 'Adventure Activities Licensing Regulations 1996' and have a current AALS license.

6.5 Third party expedition providers of foreign trips involving remote adventurous activity must comply with British Standard 8848 and with the standards of the Expedition Providers Association (EPA).

6.6 Competence also applies to non-adventurous activities. A teacher must not organise a trip without first obtaining experience and guidance.

## **7 Remote Supervision**

7.1 The aim of some visits may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may be unsupervised. Remote supervision is obligatory for some activities e.g. Duke of Edinburgh Expeditions. The organiser should establish during the planning stage of the visit whether the pupils are competent to undertake the activity without direct supervision.

7.2 Parents should be made aware, at the time of consent, whether any remote supervision will take place and what the arrangements for remote supervision are.

7.3 During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered.

7.4 Pupils should have the following:

- Telephone numbers and emergency contacts;
- money;
- Maps and plans and any other information for them to act efficiently;
- Knowledge of how to summon help;
- Knowledge of out of bounds areas and activities;
- Means of identity and a rendezvous point.

7.5 It is important that pupils are told not to go off individually and are given clear instructions about permitted remote supervised activities. They need to understand and accept these rules.

7.6 Pupils should not normally be allowed to leave a residential centre without adult supervision. Depending on the age of the pupils and the environs of the residential centre, then permission to leave without adult supervision may be appropriate, but only after clearly identified guidelines are established:

- A signing in-and-out book should be used;
- Pupils should never be allowed to wander individually;
- The geographical area the pupils are allowed to wander must be made clear;
- Occasions when pupils can be off-site need to be specified;
- Potentially dangerous activities (e.g. swimming) must be banned.

7.7 The main organising member of staff remains responsible for pupils even when not in direct contact with them.

## 8 Risk Assessment

8.1 A risk assessment should be completed for each off-site visit in the following categories.

- **Routine visits that are part of the school day.** For these visits a risk assessment need only be done once each year and a copy should be kept in the school IT system/risk assessment file. The organiser should monitor the visits and revise the risk assessment if conditions change. On each occasion a pupil is taken off site their personal risk assessment will be taken into account.

- **Non-routine visits.** The organiser should complete a risk assessment for each

visit and submit this, along with the other documentation at the time of the written application. Many trips that are repeated will have very similar (if not identical) risk assessments, but it is essential that organisers treat each visit on its own merits.

- **All residential/overnight visits.** Risk assessments should be completed for these visits even though they may be established sporting fixtures in the school calendar. The risk assessment should be submitted at the time of the written application.

8.2 Risk assessments are checked by the EVC at the time of the written application for each off-site visit. Organisers will be notified of any concerns or suggested modifications at this stage.

8.3 Organisers should ensure that all participants (pupils and adults) are notified of the hazards and that appropriate instruction is given.

8.4 If conditions change significantly (e.g. weather, age composition of the group, precise location) between the risk assessment and the commencement of the trip, then organisers should revise the risk assessment accordingly. A final agreed copy must be taken on the visit.

8.5 Before booking a visit, the group leader should obtain a written or documentary assurance that third party providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

8.6 Organisers should continually monitor risks throughout the duration of the visit as potential hazards are identified and they must record a change of plan as a risk becomes apparent.

8.7 Organisers must always consider the need to change the itinerary or programme during an off-site visit. A typical example is adverse weather conditions increasing the risk for an activity above acceptable level. Organisers must therefore have a 'Plan B' which must be included on the initial risk assessment for the visit.

8.8 A copy of each risk assessment, together with a record of any change in plan, should be put in the Electronic Contact Folder.

8.9 Organisers must obtain risk assessments carried out by a third-party provider and the EVC must be satisfied that such risk assessments are thorough and appropriate.

## 9 Safety

9.1 It is essential that the utmost care is taken to ensure that staff, adult supervisors and pupils involved in any off-site visit are safe and that appropriate procedures are followed at all times to achieve this.

9.2 The organiser must complete a written risk assessment for each off-site visit as indicated in the section on risk assessment (Section 8). Organisers should continually monitor risks throughout the duration of the visit as additional potential hazards are identified.

9.3 All staff, other adult supervisors and pupils should be made aware of any potential hazards that are likely to occur and must be briefed by the organiser of any emergency procedures.

9.4 All off-site visits occurring outside school hours must have a designated School Contact.

9.5 The organisers must ensure that a mobile phone is taken on each visit. For visits occurring outside the UK, the organiser must check in advance that the mobile phone(s) will function abroad.

9.6 Third party providers offering hazardous activities must provide a copy of their licence under the 'Adventure Activities Licensing Regulations 1996'. Third party providers should also confirm that they have a public liability insurance certificate.

9.7 All incidents involving accident or injury must be notified to the EVC and the Proprietor.

9.8 In the event of a serious incident, accident or fatality, organisers should refer all press and media enquiries to the Proprietor.

## **10 Supervision**

10.1 Organisers and other adult supervisors act 'in loco parentis', that is, as a sensible and careful parent would do. However, the legal duty of care expected of an individual teacher is that which a caring teaching profession would expect of itself. This includes responsibility twenty-four hours a day for the duration of the visit and is in no way lessened because the duty of care is undertaken voluntarily.

10.2 Unless the EVC advises otherwise, in normal circumstances there should be a supervision ratio of 1 adult for every 3 pupils. Care must be taken that

- Any pupil/staff ratios specific to age ranges are adhered to;
- Resources and equipment are appropriate for the age range and pupil needs;
- Additional supervision required for children with additional needs is provided when necessary.

10.3 The EVC should assess the risks and consider an appropriate supervision level for the group. Some visits will require a higher staffing ratio depending on factors such as:

- The age and abilities of the pupils;
- Nature of the activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of a third party provider.

10.4 Organisers of residential visits must ensure that a member of staff or other nominated adult supervisor remains at base at all times when pupils are present and have free time and/or leave to go out. The only exception is for activities and visits for which the Lead teacher has previously agreed permission and guidance for remote supervision.

10.5 Pupils on residential trips must be accompanied by at least one male adult supervisor.

10.6 At the EVC's discretion, adult supervisors other than staff may accompany a visit, provided that at all times a member of staff is in overall control. All staff of Eastward House School are adult supervisors and can be used to calculate the staffing ratio, provided that they are fully covered by the school's insurance.

10.7 All adult supervisors accompanying a residential trip must have been subject to an enhanced DBS disclosure.

10.8 Where pupils on off-site activities are looked after by third parties, the School will gain assurance that relevant suitability checks have been carried out on staff provided by those third parties.

10.9 For the protection of both adults and pupils, it is advised that adult supervisors are never left alone with a pupil unless in an unavoidable event.

10.10 Supervisors who are accompanied by a family member count as zero in the overall staffing ratio. Additionally, they must not be left in the sole charge of a group which includes their family member. Children who are not members of the school must not take part in any off-site visit unless they are attending the school as part of a period of a trial visit and the staff have a clear understanding of the child's needs and the child has had a period of time with staff within the school setting.

10.11 Organisers have a responsibility to ensure that all staff and supervisors know the times when they are on duty and when they are able to have 'down time'.

## **11 Transport**

11.1 Most school visits are undertaken using Eastward House owned transport and are insured as such under a school business policy for drivers approved by the Proprietor.

11.2 Minibuses and coaches used for school trips must be fitted with approved seat belts. Seat belts must be worn at all times when travelling.

11.3 Teachers and others who drive pupils in their own cars must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying pupils. Insurance cover will be confirmed with the Proprietor before any child travels in a teacher's car. The driver is responsible for making sure that pupils have a seat belt and use it at all times.

11.4 The permission of a parent must be obtained before their child is transported in another parent's car.

11.5 Drivers who are not accompanied by another adult must be DBS approved before transporting pupils.

11.6 Pupils should not be transported on their own with an adult unless the situation is unavoidable.

## **12 Water Based and Water Margin Activities**

12.1 Water based activities are regarded as adventurous activities and must be strictly controlled. All water based activities must conform to the appropriate national governing body guidelines.

12.2 Water margin activities are regarded as 'learning activities' near or in water. These could include Geography fieldwork, Ecology pond dipping, and beach and lake shore activities. Parental consent must be obtained for these activities. There must be no remote supervision with water margin activities.

12.3 Swimming can be formal in purpose built pools and informal such as in lakes, rivers and seas. In both cases, parental consent must be obtained. Lifeguard and lifesaving facilities and expertise must always be present.

12.4 Additional teaching supervisors must always be present and observing from out of the water when pupils are swimming.

## **13. Review of the visit**

The importance of an appropriate review cannot be overemphasised. One of its main purposes is to identify strengths and weaknesses of arrangements so as to improve the

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organisation of future visits. Time to carry out the review should be built in during the early planning stages, otherwise pressures on return to the school/centre might over-ride this vital aspect.

The scale, nature and outcome of the visit will determine the scope and structure of the review. If possible, the review should be carried out with all staff who were on the visit. Ideally the views of the young people should form part of the review. For further ideas visit [www.reviewing.co.uk](http://www.reviewing.co.uk)

A review of the successes and problems of the visit, as a minimum, should be made for every visit. Risk assessments should be updated if required in the light of any incidents.