

The British School

Working together for our children's future



Policy for Offsite Visits (Day and Residential)

Approved by:	Full Governors	Date: Jan 2026
Last reviewed on:	January 2025	
Next review due by:	January 2027	

The British School has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Offsite Visit'. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

At The British School we believe that it is important to ensure that all children receive a rich and varied curriculum. As part of that enrichment process we offer a range of educational and residential visits. We believe these visits play an important part in inspiring the children as well as helping them to face up to challenges and therefore develop confidence in their approach to all things new. The visits enhance the wider educational experiences that the school provides.

Our aim is to ensure that children enjoy a wide variety of experiences, through both school trips and residential visits in which children can experience different locations and experiences as well as developing independence and responsibility.

We recognise that for some children a school residential visit will be their first experience of being away from their family and home.

The school seeks to ensure that these experiences are available to all children, regardless of social background, race, gender or differences of ability. Everyone is entitled to the development of knowledge, understanding, skills and attitudes.

All visits must comply with this Offsite Visits Policy

All offsite visits require authorisation by the Headteacher and require a Gloucestershire County Council risk assessment (EVisit).

Authorisation – Legal Responsibilities

- The Headteacher and the trip Coordinator must formally approve any educational or residential visit which occurs off site. This is also approved by "E Visit" which is a risk assessment tool set up by Gloucestershire County Council.
- The EVC will ensure the adult to pupil ratio is appropriate and that all necessary risk assessments have been completed by the trip leader.
- The EVC will ensure that parents/carers give permission for their child to attend the residential and that emergency arrangements are in place.
- The EVC will ensure the trip leader is a qualified teacher and is suitably competent and knowledgeable about correct procedures in the event of an emergency or accident. The trip leader must oversee the appointment and delegation of responsibilities to other staff and ensure they understand their responsibilities.
- All staff will have a current DBS check, any volunteer without a DBS certificate will be under the constant supervision of a staff member.

Risk Assessment:

- A risk assessment must be undertaken to identify significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Undertaken by a "Provider", for example accommodation or adventurous activities will always provide a separate risk assessment for these elements of our visit.
- Consideration of risk will be given to individual pupils on each occasion.

- All staff will be encouraged to report back any safety concerns they have during the visit.

Parental/Carer Consent:

Signed parental/carers consent must be obtained before the offsite visit, failure to do so will mean that the child does not go.

Parents/carers must be supplied with full information regarding the trip.

Residential trips will have a specific meeting with parents of the children attending the trip. This will also be given in written form so that parents cannot claim to have been misled or uninformed about any of the following:

Parental/ carer authority will be requested for pupils to receive emergency treatment when appropriate, including administration of an anaesthetic or blood transfusion. If parents do not agree to this, the school will withdraw the child from the visit. Should emergency treatment be required then the trip leader or another member of staff will make every effort to contact the parents/carers before proceeding.

Parents/carers will be informed about:

- Venue and travel arrangements
- Dates and times of departure and return
- The nature of activities planned
- Expected behaviour and conduct and sanctions
- Kit list - for residential trips
- Arrangements for supervision
- Arrangements for sleeping - if overnight
- Financial contribution expected from parents
- Insurance arrangements
- Contact system in the event of an emergency

Any expectations placed on parents/carers for example, the collection of a child if they become anxious, ill or if their conduct of behaviour is deemed to be unacceptable and possibly putting themselves and/or others at risk

Medical and other considerations

Parents/carers will also be asked to notify trip leaders of any known illnesses, conditions, medication, anxieties, dietary needs or additional factors that may need to be considered, for instance, for residential trips - bed wetting or panic attacks. Parents must sign the relevant form indicating that they have informed the trip leader of everything needed to be considered in the welfare of their child.

Supervision

- The trip leader will always have overall responsibility for the group.
- Staff will ensure that a full fire practice drill is executed as close to arrival as possible and ensure children know where all fire exits are if staying overnight
- The trip leader must always carry a mobile phone
- Responsibility for pupils extends for the full duration of the visit, including any period of "down time" when pupils are not engaged in structured activities
- During a coach journey the staff will ensure that the children are sitting sensibly and that seat belts are fastened. They will also ensure no child sits in the middle of the back seats. Staff will sit at the front, back and middle of the coach to aid supervision where possible

Behaviour:

- All staff will set high expectations of behaviour
- All children will be informed of what is acceptable and unacceptable behaviour on arrival
- All children will be expected to do as they are told without question for the sake of their safety and for the safety of others
- All children will be expected to be respectful, kind, caring, supportive and tolerant of adults and peers
- Bullying of any kind will not be tolerated
- If children behave in an inappropriate manner sanctions will be employed

Sanctions:

- Initially a verbal warning will be given to the child
- A second verbal warning will be given to the child
- A final warning will be given with consequences made clear to the child
- If the unacceptable behaviour continues the child will be prevented from joining in for a given period
- If unacceptable behaviour occurs during the night during a residential visit, then it may be necessary to remove the child and place them in a safe place in close proximity to the accompanying staff and trip leader.
- In the case of continued unacceptable or unsafe behaviour parents/carers may be called to take their child home Parents/carers must sign a behaviour compliance form before the residential trip begins much the same as signing the whole school behaviour agreement when their child begins school.

Emergency planning

- Trip leaders must have the means of making emergency contact with the school or Head Teacher at all times
- The emergency home contacts must have the means of contacting Council officers in the event of a serious accident that requires additional support
- Residential leaders must have the means to contact the emergency services if required and have access to a first aid kit
- A list of pupils and parental/carer contact and medical information must be held by the trip leader. A copy of this must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

This Policy was written by Abel Roche

The policy will be reviewed in January 2027