



BREACC – Brazilian Educational and Cultural Centre
St James’s RC School
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Procedures for off-site visits

At **BREACC – Brazilian Educational and Cultural Centre**, we promote a fun and safe place to learn, and our safety procedures for off-site visits are as follow:

- All off-site visits will have a clear objective and the learning outcomes should be clearly stated. The school coordinator or the director will be responsible for arranging the visit. She may contact the local authority for support and guidance about safety.
- The school will provide a written clear information sheet about the visit, including its purpose, what everyone will do, times and places where everyone should meet and from where they should be collected afterwards, the people supervising the visit and any other details families might need. This information will be given to children/young people and to parents/careers.
- We will discuss the visit with the children/young people who are going and agree a code of conduct with them, making sure that they help to establish the rules that are made to ensure their safety, and that they know why they have to follow them.
- Get written consent from parents/carers for children/young people to go on the visit and take part in the activities. Written information will be given about pick up times and places.
- All visits will have a 'plan B' if the main objectives cannot be achieved. Which might be running activities indoors if it rains, making a shorter visit if there are transport problems or cancelling a trip entirely and informing parents/careers that they need to collect their children/young people early.
- All visits will have a leader who has had suitable training and experience. Our coordinator will be the leader. There must be enough adults to supervise the children/young people effectively. The number will depend on the kind of activities and the length of the trip. There will be a qualified first aider on all visits and any adventurous or high-risk activities must be supervised by specialist leaders whose qualifications you have checked.
- Before any off-site visits, BREACC will write a risk assessment for every visit. The risk assessment will cover:
 - the main activity
 - the 'plan B'
 - travel arrangements
 - emergency procedures (including First Aiders and First Aid kit)
 - numbers of staff/volunteers
 - arrangements for supervision
 - site-specific hazards and risks
- On the day, the school will take a list of children/young people with medical details and emergency contact numbers, and leave an identical list with a trusted adult, who will arrange to be contactable by phone for the whole time of the visit. If there is an accident or emergency, or even if you are just going to be late arriving back, that person will phone the contact numbers to make sure that parents/careers are informed.

Signed on behalf of the Management Committee

Signed:

Date: