

Angel Road Schools

Policy for Offsite Visits

The school/centre has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and as outline on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

The schools have a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of 'Learning Outside the Classroom' opportunities for all its pupils.

Each year the schools will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (e.g. art, science, sport, dance, cycling etc)
- School sports teams
- Regular local visits (places of worship, other local amenities)
- Day visits for particular groups
- Adventurous Activities (visiting Cromer)
- Swimming (Junior School only)
- Residential (Junior school only)

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head teacher. The Head teacher has nominated Lyn Burroughs and Alison Whalen as the Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The Schools have agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

Level 1 Local regular day visits

This establishment has posted a list of its Level 1 visits in the document library of Evolve & will use in-house systems to record & approve such visits.

It confirms that set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits.

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Staffing

The schools recognise the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the schools on behalf of the pupils. All payments for the visit will be made through the schools accounts.

The Visit Leader will make appropriate checks before committing the schools to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the schools will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consent

Parental consent covering all off site visits will be obtained at the beginning of each school year. The schools have a standard form, which will be used for this purpose.

At Angel Road parents will be fully informed about individual trips (activities and arrangements) so they are aware where their child will be at all times and of any extra information or measures required.

The schools have a policy for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The schools have a clear code of conduct for school visits based on the school 'Behaviour Policy'. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether

such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The schools will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The schools are supported in its arrangements for offsite visits by the County Council. Where necessary the schools will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The schools may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The schools will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Other school policies that this Educational Visit policy relates to are:

- School Charging Policy
- Remission of Charges Policy (see Finance Policy)
- Pupil Premium Policy
- Inclusion Policy
- Behavior Policy

Date signed and agreed by Head: June 2014

Date signed and agreed by Governing Body/Management Board: June 2014