



Off-site Visits Policy

Date agreed by Governing Body: 17/1/2017

Date of Review: October 2016

Member of staff Responsible for the Policy: SLM

Date of Next Review: October 2017

Dissemination of the Policy: All staff and Governors

The 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.

Aims and purposes of Offsite Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the broader aims, vision and values of the school. An indicative range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents/carers will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School teams

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups or sub groups of children such as Gifted and Talented

Residential visits

Overseas visits

Adventure Activities, which might be classed as higher risk

Visits to local and national events

Visits to local and national businesses

Visits to the school's partner school

Students will either be targeted for these trips and visits based on what they are doing in school or in a particular class or they may be offered on a first come first served basis.

Approval Procedure and Consent

The Head teacher has nominated the Business Manger as the Offsite Visits Co-ordinator (OVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of Offsite visits and other offsite activities to **the discretion of the Headteacher acting for and** on behalf of the governing body.

Before a visit is advertised to parents/carers the Head teacher, the OVC and governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. For overnight visits and visits that may involve a higher level of risk assessment, governor approval must be sought.

* This term is used for Governing Bodies, Management Committees or any group of persons exercising a management function for a Local Authority school, centre or establishment.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils/young people. All payments for the visit will be made through the school's accounts.

For out of hour's clubs, school teams and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when the child enters the school. Parents/carers will be given information in advance, for the activities that pupils/young people are involved in and will be informed (by letter/phone call/through the child) if an activity has to be cancelled.

For any visit lasting a day or more parents/carers will be asked to sign a trip specific letter, which consents to the child taking part. The school has exemplars of model letters, which could be used for this purpose.

As part of the parent/carers' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Diversity (*Equal opportunities*)', which apply to all Offsite visits.

Staffing

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

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing learning in a variety of environments through induction, apprenticeship and training. The selection of staff for Offsite visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with offsite activities and visits.

The school does not support additional people accompanying offsite visits who are not at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils/young people.

The appointed Group 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 OVC might work in partnership to undertake planning and risk assessments.

Remissions Policy*

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges set out in the school's remissions policy.

The expectations of Pupils/Young People and Parents/Carers

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential of withdrawal of a child, prior to and during the visit, if such conduct would have led to a fixed term exclusion from school.

As part of the code of conduct for visits of more than one day, the implications of poor behaviour should be clearly spelt out, including the requirements, if any for students to be collected from the visit by parents/guardians.

Emergency Procedures

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

The Group Leader will leave full details of all pupils/young people and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. In addition, a full copy of all paperwork should be left at school reception, so as to inform the receptionist.

For schools, the group Leader will take with them a copy of the Gloucestershire Emergency Procedure as outlined in the online [Offsite Visits Manual](#).

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

* For Educational establishments.
Off-Site Visits Policy

Evaluation

All visits will be evaluated by the Group Leader with the assistant of the OVC if required. A short evaluation report will be made available for the Governing Body on request.

The OVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result, as appropriate.

The Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

For further information go to the Gloucestershire County Council Offsite Visit Manual
www.gloucestershire.gov.uk/offsitevisits

Or contact the SHE Unit, Business Management, Shire Hall GL1 2TG

tel: 01452 42 5350/5349

Fax: 01452 42 5755

<mailto:sheunit@gloucestershire.gov.uk>

Other policies/documents linked to:

LA offsite visits manual (found on LA SHE unit website)

School Prospectus

Pittville School Offsite Visits Administrative Procedure

Checklist and guide to documentation and other essential information

What to do?	Checked? ✓	Why?
<p>Check the date against the calendar and with LF. Read through the Gloucestershire trips policy information.</p> <p>Check which category your trip fits into. Groups 1 – 4 will need to work out what parental permission will be necessary.</p>		<p>LF will check the date on the calendar to see if there is likely to be any impact on cover.</p> <p>Check the costing with SLM before you go any further with your planning.</p>
<p>Complete the EV form and pass to SLM for checking, who will then pass to the HT for approval and signature. This will then be returned to you for further completion.</p> <p>(NB this form must be submitted at least 4 weeks prior to departure).</p>		<p>This outlines your proposed trip and contains organisational and Health & Safety information. A copy of this information may be passed onto the County's H&S Officer, as per their instruction.</p>
<p>When you receive the EV form back, please provide any additional details of the trip which are outstanding (at least 3 weeks prior to departure). When you receive the EV form back it will have been signed if permission has been granted.</p>		<p>A signature on the back of the form signifies permission to go ahead. This also informs the governors that you will be organising a trip.</p> <p>For the purpose of the documentation SLM is the School's Educational Visits Coordinator (EVC).</p>
<p>Using the risk assessment form, perform a risk assessment of your trip. It may be brief, but it is essential and without it your trip cannot take place. (In the county trip folder there are some good examples to use as a guide). SLM will advise on this.</p>		<p>The DfE insists that all trips, no matter how small, should be assessed for hazards, so that they can be avoided on the day. It is a legal requirement.</p>
<p>Decide whether your trip falls into the activity of 'Hazardous' such as water sports, canoeing, fell walking, abseiling, pot-holing and so on. If it does you must complete an additional permission form, in addition to your risk assessment. (For an exchange visit abroad all aspects of the risk assessment documentation must be completed in detail.)</p>		<p>This is essential as it determines the category of insurance risk your trip will be.</p> <p>All trips are covered by the county policy we buy into. You will need to nominally allocate a small cost per student to cover this cost.</p>

<p>Produce a letter to parents outlining details of the trip, which should also ask for their permission for their child to take part in the trip. It should also detail any payments required for the trip and any requests for extra information on students such as medical details and a declaration about our trips insurance cover. This should go out at least 4 weeks before the trip is due to depart, along with the relevant form to obtain essential student information.</p>		<p>The letter should be clear. Any trip during school time is part of the curriculum and payments are voluntary contributions. Budget for some students possibly not paying. For trips abroad put in the letter information about the destination in some detail, including accommodation, how food will be purchased etc. The forms in the pack enable you to obtain all the necessary parental consent and other vital medical information. Two versions are available; one-off trips and regular activity trips. Store on return.</p>
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What to do?	Checked? ✓	Why?
<p>Please pass a copy of the letter to SLM or LF for checking BEFORE sending it out. This is essential. When the letter has been returned (usually within 2 working days), please send it out, along with any other forms. Please see SLM to check on any other financial aspects required.</p>		<p>This will serve as a final proof read and a check that the details are clear. Sorry if this seems over the top but it is a DfE recommendation that the Head or any one acting on their behalf should have knowledge of the content of any letters circulated to parents, as a matter of good practice.</p>
<p>Produce a list of all students taking part in the trip. Include on the list</p> <ul style="list-style-type: none"> • contact telephone numbers • medical details <p>(see folder for good example form)</p>		<p>This list should be copied and issued to the following: SLM; Reception; Headteacher; all adults on the trip; the LA (where appropriate) especially on residential visits. The list will also serve as the master list for the county insurance policy.</p>
<p>When all the paperwork is complete please ensure the EV Form is completed and given to SLM. A copy should also go to reception.</p>		<p>This informs the county of the trip for emergency planning purposes and will be faxed to the county by SLM if necessary. (i.e. residential trips)</p>
<p>Collect in money. You may request a deposit from students but decide in advance whether the finances will dictate if the deposit will be non-refundable. Please include in your budgeting a fee for insurance.</p>		<p>You may include a charge of 50p per students for insurance for standard trips in the UK, which are not residential and £2 for residential trips and European locations in your budgeting.</p>
<p>At this point please look at the county check list for visits. This is in sections 2.1 & 2; 4.1 & 2; 5.2, 8 & 9 of the</p>		<p>This serves as a useful reference point at this stage for things you might have forgotten. Not all of the lists will be</p>

county guidelines document.		relevant but might serve as a reminder.
Ensure your school contact for the visit and reception has a copy of all the paperwork in case they are contacted by anyone associated with the trip whilst you are away.		Copies of all completed paperwork are essential for SLM for the Trips file. If students are to take part in any swimming activity please see SLM immediately.
Ensure that you have with you copies of offsite activities insurance information. (Required for overseas visits.)		This gives you emergency contact numbers for insurance should you need them.
On your return please notify the school contact that you have arrived safely.		Do not leave the site until all students have been picked up, or you are sure they can return home safely from the pre-arranged drop-off point.
If any incident occurs during the visit please make a detailed note of it on your return and pass it to the Headteacher immediately.		Have a good time!

IMPORTANT – If you have not ticked items 1-13 before you leave on your visit, YOU CANNOT GO!

Please be sure to talk to SLM re risk assessments and essential paperwork. Also ensure you follow the guidelines for financing your visit, set down separately by SLM.

I am sorry if the above seem over the top, it is, but it is what the DfE want and protects the organiser as much as possible from potential problems.