



## **THE CLARE SCHOOL Policy for Offsite Visits**

The school has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. [www.oeapeg.info](http://www.oeapeg.info) and as outline on EVOLVE [www.norfolkvisits.org.uk](http://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 school/centre has 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 school will arrange a number of activities that take place off the schoolsite 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 (music, drama, art, science, sport, homework, etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Deputy Headteacher. The Headteacher has nominated Kim Holmes as the Educational Visits Co-ordinator (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 Deputy Headteacher and EVC will approve the initial plan (Level 3 visits need to be initially approved by the Senior Leadership team). The Deputy 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](http://www.norfolkvisits.org.uk)

The School has 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 & Deputy Head.

**Level 1** - For local regular day visits The Clare School has chosen to post a list of its Level 1 visits in the document library of Evolve & will use inhouse systems to record & approve such visits.

It confirms that set of standard operating procedures or generic risk assessments existed for these visits. (To be posted in the Evolve Document Library).

**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.

(See Appendix 1 for Staff Procedure List)

### **Staffing**

The school recognises 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.

Staff may be able to claim overtime if they are required to accompany a trip on the weekend or their day off (part-time), however this must be outlined in the original visit proposal and agreed by the Headteacher.

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 school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school 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 Consents**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit.

The school has policies for Charging and Remissions (currently within the 'Keeping Your Balance' policy), Behaviour and Inclusion which apply to all visits.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. 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 school 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 school is supported in its arrangements for offsite visits by the County Council. Where necessary the school 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

place.

**Charging for Activities and Visits**

The school 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.

Parents will however be required to make a contribution to residential visits, but this will be set at a maximum of £80 per night.

The level of contribution for all activities will be calculated on a number of factors such as the cost of the activities, transport, board, meals and any additional staffing costs. In some situations, the school may be able to fully or partially fund contributions for young people from low-income families (such as those on Pupil Premium). However, some activities may not take place if parents are reluctant to support them.

The school 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.

Signed ..... *lmcdje* ..... Acting Headteacher

Dated ..... *18.3.20* .....

Policy to be reviewed Spring 2024



## **Educational Visit Procedures**

### **Level 1 (Local walking) Visits**

- These visits do not need to go on Evolve and staff can use the generic local visits risk assessment (On Server: Shared Files-Educational Visits).
- Inform one of the SMT where and when they are going.
- Provide the office with a nominal role and take pupil medical cards, first aid kit, Care Plans and medication (where applicable).
- Ensure that you have a mobile phone with you and you have emergency contact numbers including number of the school.
- Inform the office in advance if there are any changes to normal lunchtime arrangements.
- If transport is needed, follow Level 2 procedures below.

### **Level 2 (Requiring transport) Visits**

- Check whole school diary, provisionally book date and transport. If using Cliffy please put in a booking form to Helen and also contact Cliffy directly.
- All visits to be put onto Evolve (<https://evolve.edufocus.co.uk>) 6 weeks prior to visit. Please ensure that Learning outcomes are included and relevant!
- Complete risk assessment and give to EVC.
- Complete staff list (including any duties) and give a copy to Emma Collins.
- EVC to approve visit.
- Senior manager to approve visit.
- Pupil permission slips must be sent out and returned to school 3 weeks prior to the visit.
- Put details of trip in staffroom as soon as you have received notification that the trip may go ahead to inform staff that you may be taking pupils from their lessons.
- Inform the office in advance if there are any changes to normal lunchtime arrangements.
- Provide the office with a nominal role (including details of any volunteers – to Helen) and take pupil medical cards, first aid kit, Care Plans and medication (where applicable). If different modes of transport or multiple buses are being used, please detail where possible who is traveling on which transport.
- Ensure that you have a mobile phone with you and you have emergency contact numbers including number of the school.
- Any last minute changes to staffing/pupils/transport must be noted (and approved).
- Staff to evaluate the trip (on Evolve).





**Level 3 (Residential) Visits**

- As Level 2 visits, although Residential Visits must be given to SMT for approval at least 10 weeks prior to the visit (proposal needs to contain costings, including staff overtime where applicable)

