

# NEWBRIDGE SCHOOL

## OFF-SITE VISITS AND ACTIVITIES POLICY 2017-2018

Revised: September 2017

Review: September 2018

Responsible member of staff: Sue Cain



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## **INTRODUCTION**

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place outside the establishment grounds.

Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils and wherever possible to make them accessible to those with personalised needs. The visits usually take place within the school/working day.

## **AIMS AND OBJECTIVES**

The aims of our off-site visits are to:

- Be an integral part of and enhance curricular opportunities for our pupils.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

## **Curriculum Links**

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. All activities should be in line with guidance published by the Local Authority.

## **Residential Activities**

Residential visits enable children and young people to take part in a wider range of outdoor and adventurous activities. Residential visits must only be undertaken with the endorsement of the Local Authority.

## **EDUCATIONAL VISIT CO-ORDINATOR (EVC)**

The establishment Headteacher will ensure that there are trained Educational Visit Co-ordinators. The EVC's will be involved in supporting the planning and management of all off-site visits/activities.

The EVC's will:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the Governing Body and Senior Leadership Team in any decision on approval.
- Assign and support competent staff to lead and manage the organisation of visits/activities.
- Verify that all accompanying adults have been DBS checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visit planning.

The school's trained EVC's are:

- Sue Cain, Alternative Provision Manager
- Helen Priest, Science/Humanities

## HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must follow the Educational Visit/Trip Flow-Chart stages. **[See Appendix 1]**

### Classification of External Activities:

**Category A** – non-adventurous, local activities.

**Category B** – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad.

### Category A Visits/Activities

Approval for Category A visits and activities, has been delegated by the Governing Body to the **Head of School**.

### Category B Visits/Activities

Approval for **Category B** visits or activities **must be** obtained from the Governing Body and the Headteacher before they take place. Endorsement is also required from the Outdoor Education Adviser for the Trust [B&S Educational Systems & Training Limited].

### Planning a Visit or Activity

The Visit Leader must ensure that the visit or activity is planned in advance and within submission time to ensure **approval** is granted – **a minimum of 2 weeks in advance**. *[Submit to SLT meeting by Wednesday]*. All completed paperwork relating to a visit or activity to be signed off by an EVC and then submitted to Senior Leadership Team (SLT) within deadline.

When planning **Category A** activities, a record of the trip or activity should be kept within the school, **via the completion of a Newbridge Off-site Activity planning pack**.

**Category B** activities should be carried out using the same **Newbridge Off-site Activity Planning pack and completion of Newbridge Category B form**.

### Link to Outdoor Education and External Visits Website:

Further guidance on off site visits and activities can be found on the OEAP website [oeapng.info](http://oeapng.info).

## Visit Plan

The visit plan for intended visits must include the following:

- Student List.
- Risk assessments for transport, site of visit and activities.
- Risk assessments for any individual students requiring extra support.
- Curriculum learning objectives.
- Supervision/pupil ratios.
- Itinerary.
- Staff supervisory details.
- Emergency contact details (*students/staff*).
- Medical details (*student/staff*).
- Transport seating plan.
- Transport plan for route to venue.

## Risk Assessment

All relevant risk assessments must be carried out by the **Visit Leader** before any proposed visit or activity takes place.

Existing risk assessments should be checked to ensure that they are still suitable and sufficient and included within the visit plan. Generic and existing risk assessments can be found in the establishment's staff shared area.

Student risk assessments relating to individual students need to be shared with SLT as soon as possible and **at least 48 hours** before the visit to ensure proper support is put in place should any changes have occurred.

Key issues highlighted from risk assessments or safe working procedures completed for the trip/activity must be communicated to all staff before the visit/activity commences.

## Communication with Parents/Carers

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/Carers must give their permission in writing before a child can be involved in any off-site activities.

Permission for regular and low risk activities must have been signed by parents/carers at the Student Induction, you must check with the EVC.

## Further Health and Safety considerations

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the **Visit Leader** has overall responsibility, however nominated/named sub-group **or** 1:1 support staff must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe, well and looked after at all times. **Post visit evaluation**, student risk assessment and activity risk assessment to be completed/updated as necessary.

**All students are expected to take part in off site visits.**

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the **Visit Leader** should discuss their risk assessment with the Headteacher so measures are considered and strategies put in place to enable, if appropriate, the pupil to take part.

The list of students taking part in the activity will be confirmed and agreed by the **Visit Leader** and the Headteacher **24 hours** before visit. *Students will only be removed from this list if a serious incident occurs on the day of the visit.*

Newly inducted students will be risk assessed during the Student Induction process and consideration of impact on their curriculum entitlement will be taken into account before being included onto visits or alternative provision.

Adults accompanying the group(s) on the visit/activity must be informed of the risk assessments and emergency procedures by the **Visit Leader** and provided with an emergency telephone number. This will normally be the establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided in line with the establishment Critical Incident Plan.

Emergency contact lists are to be made available to trip staff as required:

- One per transport [*including staff vehicles carrying student passengers*]
- One per sub-group.
- One for student identified with personal risk assessment.
- One for venue.
- Communication devices need to be distributed on the same basis.

The School Office is to be provided with a list of all staff and pupils travelling with the group, together with a copy of the itinerary for the activity on the day of the offsite activity before leaving the school.

## **NEW STAFF**

New staff will have Visit Leader training as soon as possible if appropriate. This will be conducted by the Outdoor Education Adviser for the Trust. Internal training for new staff will be facilitated by the establishment EVC team and will focus on the procedures/process for organising an off-site activity.

## **MONITORING AND REVIEW**

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or before if necessary.

Appendix 1

**LoTC/Educational Visit/Trip Flow-Chart**

**Investigate visit/trip & Outline Proposal**  
**[4-3 weeks lead time]**  
*[SAGED Plan/Offsite Activity Request Form - Educational objectives/learning outcomes]  
Cost? What if? Plan, Preliminary visit if necessary)*

**Meet with EVC (SC/HP/LH)**  
**[3-2 weeks lead time]**  
*Finalise Action Plan for making trip achievable  
EVC to go over checklist of paperwork and identify any changes or extra paperwork needed for SLT approval  
(Note: Category B - residential visit, visit over 50 miles away 4-6 weeks notice)*

**Complete all paperwork/checklist**  
**[2 week lead time – deadline Weds for SLT Thurs]**  
*See Planning Cycle & Paperwork for LoTC checklist  
EVC (SC, HP) to support and guide through process*



**All paperwork to SC by Wednesday 1 pm.**

**SC present to SLT Thursday 1pm**

**Agreed**



**Paperwork to Office/EVC/Staff on trip**

**Not Agreed**



**Make Changes**



**Take Paperwork to SLT**