

The Three Rivers Federation

Rockland St Mary and Surlingham Primary Schools

Educational Offsite Visits Policy

The Rockland St Mary Primary and Surlingham Primary Federation has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits, www.oeapeg.info and as outlined 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 Federation has a strong commitment to the added value to learning outside the classroom and beyond the school premises. It will seek to provide a broad and 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 school site and out of school hours, which support the aims of the school. The ranges of activities which the Governing Body has given its approval include:

- 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 to the Headteacher. Any residential visit will be approved by the FGB (or delegated committee) prior to this being booked by the school. The Headteacher has nominated a member of staff as the Educational Visits Co-ordinator (EVC) and they have undertaken 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 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 rained.

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

Level 1 – Local regular day visits the school has chosen to record on Evolve and approved by the EVC and Head.

All designated staff have received Evolve training from the LA.

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow the less experienced members of staff to work alongside more experience 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 voluntary adults and parents helpers assisting the offsite visits and activities. Any volunteer will be approved by both the head and the Visits Leader and is entered on a voluntary helpers list kept by the school and on Evolve. They will be carefully briefed on the scope of their responsibilities. Where it is appropriate the school will ensure that CRB 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, ensuring adequate first aid, 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 visits 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 are safety measure will be taken and this will be recorded in a risk assessment. Visits Leaders are also responsible in ensuring that 1:1 risk assessments are carried out where appropriate.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contact will be made by the school on behalf of the pupils. All payments for the visit will be made 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 accreditations 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. If the external provider does not hold this badge, then a Providers Contract will be completed.

Parental/Carer Consent

A 'blanket consent' form will be used for pupils to take part in the majority of offsite 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/carer consent they will be 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 policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has clear code of conduct based on everyday behaviour expectations. 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 the 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 arrangement for offsite visits by the County Council. Where necessary the school will seek advice from the Advisor 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 and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking 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.

The level of contributions 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 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 lodgings on residential courses.

The school has a policy of remission of charges (See Appendix E of the Finance Policy).

Insurance

Insurance for trips is covered by Norfolk County Council. It covers the following:

- Insurance of travel
- Public liability
- Certificate of employers' liability.

This policy will be monitored by the Resources committee of the Full Governing Body.