

The Yare Education Trust Educational Visits Policy

September 2016



**THE
YARE EDUCATION
TRUST**

Educational Visits Policy

The Yare Education Trust has formally adopted the Norfolk 'Guidance for Offsite Visits' www.oeapeg.info and as outlined on EVOLVE www.norfolkvisits.org.uk. Further procedures have been agreed with each Local Governing Body to ensure that this policy is adhered to.

Aims and Purposes of Offsite Visits

The Trust 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 and balanced range of Learning Outside the Classroom opportunities for all its students.

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 each school. The range of activities which the Trust 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 Trustees have delegated the consideration and approval of offsite visits and activities to the Headteacher/Principal of each school. The Headteacher/Principal may nominate a member of staff in school who has received training by the Local Authority.

Before a visit is advertised to parents the Headteacher/Principal will approve the initial plan. The Headteacher/Principal 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 Trust has agreed a policy for categorising its visits in line with Norfolk County Council guidance, for example:

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

Level 2 - day visits approved at school level on Evolve by the Headteacher/Principal.

Level 1 - local regular day visits - a list of Level 1 visits are available in the document library of Evolve and will use in-house systems to record and approve such visits.

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

Definitions

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 and regular visits that have generic risk assessments' and standard operating procedures.

Staffing

The Trust 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 Trust 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 Headteacher/Principal 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 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 a school on behalf of the students. 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 Consent

Written consent from parents will not be required for students 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 student'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 Trust 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. For all residential visits parents 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 Trust and schools have policies for Charging and Remissions, Behaviour and Inclusion, which apply to all visits.

The Expectations of Students and Parents

The Trust 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. Students, 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 students should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

Each school will appoint a member of the Leadership 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 students 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 Local Authority prior to departure. The Local Authority 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 Local Authority 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

A 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 students 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

Each 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.

The Trust has a policy on remission of charges stating how much they are prepared to contribute etc.