



OFFSITE VISITS POLICY

The school has formally adopted, through its Governing Body^{*}, the Gloucestershire 'Guidance for Offsite Visits' 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 aims of the school. (See Prospectus)

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 such as for sport or inter-school competitions
Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
Local walks around Andoversford Village
GL1 Sports Centre for swimming
Day visits for specified year groups
Residential visits in KS2
Adventure Activities, which might be classed as higher risk.

All these visits are made available to our pupils by invitation once a thorough risk assessment has been conducted. We do not exclude pupils from attending events if money is not forthcoming. (See Charging Policy) As far as is reasonably practical, all pupils who fit the criteria for selection will be included in the visit, as follows.

Out of hours Clubs (music, drama, art, science, sport, homework etc) - first come first served up to a publicised maximum.
School teams such as for sport or inter-school competitions – by interest and commitment to team practices.
Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms) – all pupils from the year group or class organising the trip
Local walks around the Kingsway estate– all pupils from the year group or class organising the trip
GL1 Sports Centre for swimming– all pupils from the year group or class undertaking swimming even those not swimming that week
Day visits for specified year groups – all pupils from the year group or class organising the trip
Residential visits in KS2 – all pupils from the year group or class invited to the trip
Adventure Activities, which might be classed as higher risk. – all pupils from the year group or class who have reached a specified skill level and whose behaviour does not cause an additional risk.

* 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.

Approval Procedure and Consent

The Head teacher is the nominated 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 'Teaching and Learning' committee and has nominated *one governor from the relevant committee* as signatory, as necessary, on behalf of the governing body. In the event of all visits except for residential or adventurous activities, this will be the Headteacher. In the event of the residential or adventurous activities, this will also be ratified by the full 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.

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.

For out of hours 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 the timetable (*or just information*) for the activities that pupils are involved in and will be informed *phone call* if an activity has to be cancelled.

For any visit lasting a day or more parents/carers will be asked to sign a letter, which consents to the child taking part. The school has a standard model letter, which should be used for this purpose. See Appendix 1.

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. See Appendix 2.

The school has separate policies for 'Charging and Remissions' and 'Diversity (*Equal opportunities*)', which applies 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/centre will ensure that CRB 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. (Parents may be invited to help on trips if they have shown themselves to be a trustworthy volunteer who is committed to safety).

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.

Staffing on a Residential Visit or on adventurous trips

The responsibilities on a residential visit are very demanding for all accompanying staff members. For this reason, the governing body have decided that all accompanying staff quotas for residential visits must include:

- At least one member of the Senior Leadership Team eg Headteacher or Senior teacher (but not all) so that in the event of an emergency, at least one SLT member is at school and one is on the trip.
- One member of the governing body
- At least two members of the teaching staff eg one SLT plus another teacher or teaching assistant.

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/centre'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 school's '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. [*The school will state the implication for parents/carers (associated costs, collection of child) as part of the signed agreements from parents/carers*].

Emergency Procedures

The school will appoint a member of the Senior Management Team 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.

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. (See Crises Management Plan)

* For Educational establishments.

The school will have emergency funding available to support the Group Leader in an emergency. The Headteacher or School Business Manager will release this funding on request. It may include the costs of overnight accommodation, food, drink, travel costs or the travel of a Senior Teacher to assist the Group Leader but will not include any costs of returning a poorly behaved child to school – this will be the responsibility of the Parent)

Risk assessments

1. A risk assessment must be carried out by the Group Leader, for **every** planned visit and at least one month in advance of the trip going ahead.
2. Risk assessments given by centres will be part of the school's own judgements but will not replace an actual visit to the site (see above).
3. Risk assessments for residential visits must be carried out by the Group Leader AND a member of the SLT (usually the Headteacher).
4. An NQT will not go on an offsite visit without first accompanying another teacher on a trip and having coaching about what their responsibilities are. An NQT must be accompanied by another experienced teacher or teaching assistant.

Evaluation

All visits will be evaluated by the Group Leader with the OVC. A short evaluation report will be made available for the Governing Body.

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

The finance Officer is responsible for presenting a financial account for the visit, which will be audited as part of the school's 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>

Appendix 1

Parental Consent Form
CONFIDENTIAL**FOR ONE-OFF
ACTIVITIES**

Data Protection Act. *The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department of Education and Skills guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Education Authority, without your written consent.*

1. Description of activity
2. Date & Venue of activity
3. Name of participant
4. Address
-
..... Tel. No
5. Age Date of Birth.....
6. Alternative Address
-
..... Tel. No
7. *Personal Information:* Please give details requested below or personal information, which might be relevant.
 - A. Has your child, to your knowledge, been in contact with any infectious illness in the last three weeks?
YES/NO If yes, give details
 -
 - B. Does he/she suffer from allergies, Diabetes, migraine, Epilepsy, bad period pains or any other illness or disability?
YES/NO If yes, give details
 -
 - C. Is he/she allergic to anything (e.g. antibiotics, Elastoplast, aspirin or any such medicines, any particular food, etc.)?
YES/NO If yes, give details
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 - D. Is he/she actively sensitive to penicillin?
YES/NO If yes, give details
 -
 - E. Is he/she receiving any medical treatment at present?
YES/NO If yes, give details of illness/disability and treatment

-
- F. Date of last anti-tetanus injection
- G. Does he/she have any special dietary needs?
- H. Can he/she swim 50 metres? N/A
- I. Name & Address of own Doctor
-

8. **PARENTAL CONSENT:**

- (i) I agree to my son/daughter taking part in the above activities.
- (ii) I understand that the staff responsible for the activities will take all reasonable care of participants.
- (iii) I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.

Signature

Print name

9. Please return this form, together with any deposit or payment required, to:
The Class Teacher or School Office
.....
by (date)]

Appendix 2: Parent/carer information letter (Title of visit here)

Dear Parent/carer,

Re..... (name of visit and dates)

Your son/daughter is included on a visit/journey/expedition to (name of venue) where he/she will participate in the following activities (list of activities)

The group will leave from (location) at (time) am/pm on (date) and is expected to return to (location) by (time) am/pm on (date)

Travel will be by (coach/minibus/air etc.)

The member of staff in charge of the group is (name) and other accompanying staff include (names of all staff)

There will be a total of (number) children on the visit comprising (number) boys and (number) girls.

Destination address is (address)

Telephone No. (number) (emergency use only)

The estimated cost of the visit is (amount state and whether voluntary contribution) which includes (list here all inclusions).

It does not cover (list here all exclusions). Payment may be made in the following ways (detail here arrangements, dates and cancellation/late payment penalties).

(if county insurance)Insurance by the County Council covers all legal liability of the Council to young people on the visit and provides personal accident cover during the visit. (Attach a copy)

A system of emergency contact has/will be arranged as follows (outline arrangements)

The code of conduct that your child will be required to follow is attached to this letter. Please discuss this with your child.

A meeting of all parents and participants will be held on (date) at (time) when clarification of any aspects of the visit will be available. In the meantime you are requested to complete and return the attached parental consent form.