



# Off Site Visits Policy

Date: November 2019

Review date: November 2020

Linked with other policies:      Safeguarding Incorporating Child  
Protection  
Curriculum

Signed:

*S. Day*

## **Purpose**

The purpose of this policy to support the school's commitment to learning outside the classroom and ensuring the safety of all children whilst on visits away from the school. By adhering to the procedures and information within the policy the potential risks to children's safety whilst on visits is significantly reduced.

## **Summary**

- The school believes that learning outside the classroom is an important part of school life and enhances the school curriculum. It will endeavour to provide a balanced range of offsite visits for each year group.
- The school follows the Norfolk Guidance for offsite visits.
- All visits will be subject to clear risk assessment procedures, including the setting of staff and volunteer numbers needed for the visit
- Parental consent will be required for all visits. For local regular visits a consent form is signed at the beginning of entry to the school. For all other visits the school will obtain an individual consent form. Parents may withdraw their children from any visit but must contact the Headteacher to discuss this.
- A voluntary contribution may be sought for visits that take place during the school day. The school complies with the law for charges for activities outside of the school day.

A full policy is available on request from the school office.

## **Status**

Recommended

## **Who/what was consulted?**

This policy was written by the Headteacher and Educational Visits Coordinator (EVC) based on the model policy from the Local Authority.

## **Relationship to other policies**

- Whole School Policy for Safeguarding, including Child Protection
  - Charging Policy
- Curriculum Policy

## **Roles and responsibilities**

- The Directors has given their approval for the school to undertake off site visits and devolves responsibility for the safe organisation of offsite visits to the Headteacher.
- All staff must ensure that guidelines are adhered to and the online visits booking system is used effectively. All visits must be approved by the Educational Visits Coordinator who will report to the Headteacher.
- Parents/Carers must ensure that they understand and support the expectations of behaviour on school visits.

## **Arrangements for monitoring and evaluation**

The EVC will monitor the activities taking place in school and is responsible for ensuring an evaluation of each visit take place. Any incidents that occur on visits will be reported

to the Headteacher and Directors. Evaluations of visits are stored on Evolve and can be accessed by members of staff to inform future visits. Evaluation of the impact of learning outside the classroom will be measured through annual surveys and evaluations from staff. This policy will be reviewed every year or at the change of any changes in legislation.

The school has formally adopted, through its Advisory Board, the Norfolk 'Guidance for Offsite Visits'. [www.oeapng.info](http://www.oeapng.info) and as outline on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) Further procedures have been agreed with the Trustees to ensure that this policy is adhered to.

## **Off Site Visits Policy**

### **Aims and purposes of Off Site Visits**

The school 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 the school. The range of activities which the Directors have given its approval includes:

- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits/Overseas visits
- Adventurous Activities.

### **Approval Procedure**

The Directors have delegated the consideration and approval of offsite visits and activities to the Headteacher. The Headteacher has nominated Sylwia Czubaj. as the Educational Visits Co-ordinator (EVC) and the Directors have approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Headteacher 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](http://www.norfolkvisits.org.uk)

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

**Level 1** - Local regular day visits that have generic risk assessments and standard operating procedures. The school has posted a list of its Level 1 visits (See Appendix I) in the document library of Evolve & will use in-house systems to record & approve such visits. A standard set of operating procedures and general risk assessments exist for these visits.

**Level 2** - Day visits (not listed in Appendix I) approved at school level on Evolve by EVC & Headteacher.

**Level 3** - Overseas, Residential or Adventurous visits. These visits must be approved via Evolve and the LA's on-line approval gained.

### **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 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.

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 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 Consents**

Additional written consent from parents will not be required for students to take part in Level 1 visits as all parents sign a form on entrance to the school to authorise these visits. (Appendix II) For all other off-site visits and activities, the school will require written permission from parents/guardians and a standard letter will be used for this purpose (Appendix III). As part of the parental 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. Parents will also be required to complete form PC/B for all residential visits (Appendix IV).

### **The Expectations of Students and Parents/Carers**

- The school has a clear code of conduct for school visits based on the school's Behaviour policy and 'Anti-Bullying Policy'. This code of conduct will be part of the condition of booking by parents/carers. 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 once a risk assessment has been carried out to show the risk is too high despite all precautions that may be taken. The school will ensure that it meets the requirements of the Equality Act 2010. If students misbehave on a residential visit, 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.

### **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 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 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 required. Any advice provided will be fully considered prior to the trip taking place.

### **Charging Policy 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 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

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.

### **Transport**

The school will ensure that children are transported to and from off-site locations in accordance with Norfolk County Council policies. The following modes of transport will be used :

**Walking:** Where appropriate, children will walk to off-site locations where the distance and weather are deemed acceptable. They will walk in pairs in 'crocodile' fashion. Visits may have to be cancelled if an active risk assessment results in unacceptable risks being taken, i.e. blocked roads/severe weather. Routes will be planned before the visits.

**Minibus:** The school has its own minibus which will only be driven by staff holding the relevant license.

**Coach/private hire:** For larger groups and distances where it is deemed necessary, private hire vehicles will be used.

**Own Cars/Volunteer cars:** Staff and volunteers willing to drive their own vehicles must complete hold the relevant insurance and that their car is road worthy. In addition, the school will ensure that any adult driving children on their own hold a current DBS check. This policy only applies to transport arranged by the school. Where transport has been arranged privately by parents, the responsibility for ensuring the roadworthiness of cars and insurance level of drivers is not the responsibility of the school.

## Appendix I

### Level 1 Approved Visit

Swimming (Victory Pool, North Walsham)
Walk (PE) Lessingham Village Hall

## Parental Permission

**CHILD'S NAME:**

**D.O.B**

*\*Please delete as appropriate.*

I do/do not give\* permission for my child's photograph to be used in school and in school literature. (In accordance with the Safe Use of Images Policy)

I do/do not give\* permission for my child's photograph to be used in local and national newspapers. The photograph will not be identifiable to a name.

I do/do not give permission for my child's image to be used on the school's VLE (Virtual Learning Environment).

I do/do not give\* permission for my child's photograph to be used on the school website. The photograph will not be identifiable to a name.

I do/do not give\* permission for my child to make use of the internet according to the school's E-safety Policy.

I do/do not\* give permission for my child to be included in videos made by the children using ICT equipment.

I do/do not give\* permission for videos of my child to be displayed on our website.

I do/do not give\* permission for my child to participate in walks around the local area, including to and from the city. All parents/carers will be notified of any upcoming walks by a letter home.

I give/do not give\* consent for my child to participate in food tasting activities. If your child has allergies, please list these below:

.....  
.....  
.....

Parent/Carer's signature: .....Date: .....



## Appendix II

Date

Dear Parent/Carer,

Your child will be visiting (location) on (date). This is to support the work in school on (details of curriculum)

The children will be (details of transport). They will be leaving school at (time) and returning to school at (time). The timetable for the visit is as follows

(outline of activities)

Further information needed:

- clothing including weather related items e.g. sun cream
- spending money
- lunch arrangements
- medication

The cost of this visit is ##### per child. The Education Reform Act does not allow the school to charge directly for the cost, but it does permit the school to ask for voluntary contributions. Sadly, if we do not receive sufficient contributions, we might not be able to proceed with the visit. Children cannot go on the trip without parental permission so please fill in and return the slip below as soon as possible. Please note money should be sent in a named envelope.

Yours faithfully

Year Leader/ Visit Leader

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Visit Name

Name of child.....Class.....

I give/do not give permission for my child to take part in the activities outlined above. I  
enclose/do not enclose a voluntary contribution of (cost)

Signed .....(Parent/Carer) Date.....

**Personal information and Parental Consent Form – Level 3 Visits CONFIDENTIAL****To be completed by the Visit Leader:**

Please return to : \_\_\_\_\_ (Visit Leader) Tel No: \_\_\_\_\_

The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group: \_\_\_\_\_ Place of visit: \_\_\_\_\_

Day &amp; date of departure: \_\_\_\_\_ Time: \_\_\_\_\_

Day &amp; date of return: \_\_\_\_\_ Time: \_\_\_\_\_

List of activities to be undertaken: \_\_\_\_\_  
\_\_\_\_\_

Method of travel: \_\_\_\_\_ (seat belts fitted as standard Yes/No)

**To be completed by Parent/Guardian (please use block capitals)**

Young person's full name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Main telephone no : \_\_\_\_\_

Name of parent(s)/guardian(s): \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

Addresses of parent(s)/guardian(s) and/or other contact persons:

\_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

Doctor's name : \_\_\_\_\_

<p>Doctor's Tel. no: _____ National Health No.(if known): _____</p>
<p>Date of last known tetanus injection (if known): _____</p>
<p>Please give details of any recent illnesses:</p>
<p>Please give name and dosage of any medications currently being taken:</p>
<p>Please tell us about any allergies, e.g., medicines, food, bee stings, etc.</p>
<p>Please tell us about any food not eaten for religious or health reasons:</p>
<p>Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.</p>
<p>I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.</p> <p>I understand that the staff responsible for the activities will take all reasonable care of participants.</p> <p>I give/do not give* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of paracetamol only).</p> <p>* please delete as appropriate</p> <p>I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.</p> <p>I understand the extent and limitations of the insurance cover provided.</p> <p>Signature of Parent / Guardian: _____ (if participant is under 18)</p> <p>Signature of Participant:: _____ Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.</p>

This form must be completed for each member (including staff) of any group involved in any activity that includes absence from home overnight, visits abroad, and/or adventurous activities. **Copies must be carried securely by the Visit Leader or group supervisor.**

## Use of private car to transport young people

1	To: The Headteacher of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation  
i.e. Registration Document, MOT, Insurance, Driving Licence.

Insurance cover required	
For teachers, youth workers, or other LA employees	'Use by the Policyholder in connection with the business of the Policyholder'