

AYLSHAM LEARNING FEDERATION

EDUCATIONAL OFFSITE VISITS POLICY

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Signed:

Chair

Aylsham Learning Federation has formally adopted, through its Governing Board, the Norfolk 'Guidance for Offsite Visits', www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk. Further procedures have been agreed with the Governing Board to ensure that this policy is adhered to. *Each school within the Federation has its own set of appendices which are reviewed regularly, as a minimum in line with this policy, and additionally where there is a change in process or practice. Any significant changes will be advised to governors.*

Aims and purposes of Offsite Visits

Aylsham Learning Federation (ALF) 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 pupils.

Each year the Federation will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the Federation. The range of activities to which the Governing Board has given its approval includes:

- Out of hours clubs (music, drama, art, science, sport)
- 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 Board has delegated the consideration and approval of offsite visits and activities to the Executive Headteacher/Headteacher, (to be referred to as Headteacher for the remainder of the document). The Headteachers have nominated Dean Keats/Lynda Wilcox/Sam Tovell/Maddeline Gough as the Educational Visits Co-ordinators (EVCs) and the Governing Board has approved these appointments. EVC's have received training by the local authority (LA).

Before a visit is advertised to parents/carers the Headteacher and EVC will approve the initial plans. 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 Federation 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 gained.
- Level 2 day visits approved at school level on Evolve by EVC and the Headteacher/Head EVC.
- Level 1 local regular day visits - each school has chosen to post a list of its Level 1 visits 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 (SOP) or generic risk assessments existed for these Level 1 visits. As per each school's 'Practices and Procedures' document.

Definition of Levels:

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 & regular visits for which you have generic risk assessments' and standard operating procedures.

N.B. Aylsham High School has separate procedures for out of school sporting events.

Staffing

ALF 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 are systems within each 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. It is the expectation that all ALF staff will attend an educational visit twilight training session prior to leading a visit.

ALF values recognise the contribution of volunteer adults and parent/carer helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Headteacher and visit leader and is entered on the voluntary helpers list kept by each school. They will be

carefully briefed on the scope of their responsibility. Where appropriate, each school will ensure that DBS (Disclosure and Baring Service), 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 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 so their ability to recognise hazards or respond to emergencies is not in any way restricted.

Risk Assessment

External providers are responsible for risk assessment of their activities. 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. The leader of a Category 2/3 visit must provide a separate Pupils Specific Risk Assessment that includes relevant data from both consent forms and SIMS. The leader must also tick that they have read and understand any Pupil Care Plans. If they are unhappy with any information, they will not be able to lead the trip.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with each school on behalf of the pupils, (providers contract). All payments for visits will be made through the school fund accounts. Trip organisers are responsible for finding out about the trip cancellation policies

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 each 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/Carer Consents

Bure Valley and John of Gaunt Infant and Nursery School:

An annual written consent from parents/carers will be required for pupils to take part in Category 1 off-site activities organised by the school. Parents/carers 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, (Categories 2 & 3). ALF uses the standard forms provided by NCC for this purpose.

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.

Aylsham High school:

On starting at Aylsham High School, written consent from year 7 parents/carers will be required for pupils to take part in Category 1 off-site activities organised by the school, this consent will remain in place unless otherwise advised. Parents/carers 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, (Categories 2 & 3). ALF uses the standard forms provided by NCC for this purpose.

At the age of 13, further written consent from pupils will be required for them to take part in any off-site activities organised by the school that involves the disclosure of their personal data to other third party organisations.

As part of the parental consent parents/carers and/or pupils 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.

ALF has policies for charging and remissions and behaviour and inclusion, which applies to all visits.

The Expectations of Pupils and Parents/Carers

ALF has a clear code of conduct for school visits based on each school's 'Behaviour for learning policy'. This code of conduct will be part of the condition of booking by the parents/carers. 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/carers will be expected to make collection arrangements and cover any costs of the journey home early.

If, prior to the start of the visit, a pupil's level of behaviour or attendance at school is of concern it will be at the discretion of the school leadership team as to whether that pupil can attend the upcoming visit. If a child is removed from a visit due to their behaviour no refund will be due.

Emergency Procedures

Each school within ALF, will appoint a member of the senior leadership team as the emergency point of contact for each visit, (EPOC). This is likely to be either the Headteacher, or EVC. They will be provided with a copy of all relevant information, including a copy of the Red Book and the Federation's insurance policy. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. For overseas visits the visit leader will take an EPOC card, together with a copy of the Federation's travel insurance documents, the Red Book and the business continuity plan.

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/carers 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. All relevant documentation will be archived for the appropriate length of time.

Review by the Local Authority

ALF is supported in its arrangements for offsite visits by Norfolk County Council. Where necessary ALF will seek advice from their 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 via EVOLVE. 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 Federation agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

ALF will invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided to support curriculum learning. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, a contribution towards hardship funds as well as costs incurred. Some activities may not take place if parents/carers are reluctant to support it.

The ALF 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.

Where trips are offered for pupil enrichment, as opposed to curriculum enhancement, ALF reserve the right to make contributions a mandatory requirement for participation.

Other Federation policies that this Educational Offsite Visits policy relates to are:

- Charging and remission policy (part of the finance policy)
- Equality information and objectives policy
- Behaviour for learning policy (specific to each school)
- Pupil premium plans