

## Policy for Offsite Visits

Wayland Junior Academy has formally adopted, through its Academy council, 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 Academy council to ensure that this policy is adhered to.

### **Aims and purposes of Offsite Visits**

Wayland Junior Academy 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 & balanced range of Learning Outside the Classroom opportunities for all its pupils.

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

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- Academy sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

### **Approval Procedure**

The Academy council has delegated the consideration and approval of offsite visits and activities to a nominated person. The Principal has nominated an Educational Visits Co-ordinator (EVC) and the EVC has received training by the LA.

Before a visit is advertised to parents the Principal and EVC will approve the initial plan. The Principal/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 academy 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 and include residential visits and those with adventurous activities.

**Level 2** day visits approved at school level on Evolve by EVC & Principal.

**Level 1** local regular day visits are listed in the document library of Evolve & will use in-house systems to record & approve such visits. It confirms that set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

#### **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 that you have generic risk assessments' & standard operating procedures for.

#### **Staffing**

The academy 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 academy 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 academy 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 Principal and Visit Leader and is entered on the voluntary helpers list kept by the academy. They will be carefully briefed on the scope of their responsibility. The academy will undertake an enhanced DBS for regular 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 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 academy on behalf of the pupils. All payments for the visit will be made through the academy accounts.

The Visit Leader will make appropriate checks before committing the academy to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the academy 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**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the academy 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 academy 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 school has policies for Charging and Refunds, use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

### **The expectations of Pupils and Parents**

The academy has a clear code of conduct for visits based on the academy's 'Behaviour Policy'. 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 academy will appoint a member of the Senior Leadership Team as the emergency point of contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention and the Critical Incident book procedures followed.

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 academy procedures for reporting and investigating accidents.

### **Review by the Local Authority**

The academy is supported in its arrangements for offsite visits by the Local Authority. Where necessary the academy 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 academy 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**

All education during school hours is free; however there are some circumstances when the academy can ask for a voluntary contribution towards the cost of certain activities. There is a separate charging and refund policy for this available on request from the academy office.

### **Other school policies that this Educational Visit policy relates to are:**

- Charging and Refund Policy
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Accessibility Plan
- Behavior Policy

**Date signed and agreed by Principal:**

*Maye*

**Date signed and agreed by Academy council:**

*Cha*

17/7/18