

Policy for Educational Visits

Sidestrand Hall School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapeg.info and as outlined on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Philosophy

It is our aim to offer, through a broad and balanced curriculum, a range of experiences and activities through educational visits and journeys.

Philosophy of Educational visits

Their purpose is to help all pupils to:

- enhance their education
- develop them as people
- sample a range of educational opportunities
- be safe and well managed on the visit

Aims and purposes of Educational Visits

Sidestrand Hall 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 & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Throughout the year Sidestrand Hall 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.

Aims

To contribute to the provision of high quality educational experiences through challenging, memorable and stimulating learning on educational visits and journeys, with the emphasis on safe and structured practice.

Strategies

All staff are encouraged to offer a range of learning experiences, opportunities and activities through educational visits. All pupils are expected and encouraged to take advantage of and participate in the learning experiences offered through educational visits.

Recording and Assessment

All forms must be completed, as outlined in the PROCEDURES, before, during and following an educational visit. This will ensure the visit is reviewed, monitored and evaluated.

Procedures and Guidance

It is the responsibility of all involved in educational visits and journeys to follow the procedures and guidance as laid out in the Norfolk 'Guidance for Offsite Visits' and any amendments/additions in the future.

Visit leaders must complete the appropriate EVOLVE online documentation prior to a visit.

Procedures for staff to follow when organising an educational visit are attached at appendix A.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher has nominated S.White and S.Wright as the Educational Visits Co-ordinators (EVC's) and the Governing Body has approved these appointments and the EVC's have received training by the Local Authority.

The governing body have delegated responsibility to a governor on the School Improvement and Standards committee to oversee and monitor educational visits. This governor will have 'view only' access to EVOLVE to monitor forthcoming visits. The governor and a EVC will meet each term to discuss and review educational visits. A report will be created for the governing body each term.

Before a visit is advertised to parents the Head teacher 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

The School 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/ Head.

Level 1 Local regular day visits use Evolve to record & approve all these visits [as Level 2].

Staffing

Sidestrand Hall 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.

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 pupils. 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

Written consent from parents/Carers will be requested for ALL visits. The school has a standard form, which will be used for this purpose. Only permission on a hard copy can be accepted. If Form Sch. PC/A [parental consent] has not been returned then an email/text/fax will be acceptable for one visit, with the knowledge of the EVC and/or Headteacher [but NOT for regular visits] - TELEPHONE PERMISSION WILL NOT BE ACCEPTED.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit.

Sidestrand Hall School has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents/Carers

Sidestrand Hall School 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/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 cover any costs of that journey.

Emergency Procedures

Sidestrand Hall School will appoint the Headteacher and/or another member of the Senior 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 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 school procedures for reporting and investigating accidents.

Review by the Local Authority

Sidestrand Hall 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 for Activities and Visits

Sidestrand Hall School may invite, but not require, parents/Carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. 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, 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

Sidestrand Hall 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.

Other school policies that this policy relates to are:

School Charging Policy
Remission of Charging Policy
Pupil Premium Policy
Inclusion Policy
Behaviour Policy
Transport Policy
eSafety and Data Security Policy
Minibus Policy
Safeguarding (inc Child Protection Policy)
Health and Safety Policy

Date of policy:

Policy Review Date:

Signed :[Headteacher]

Date:

Signed :[Chair of Governors]

Date:

Appendix A

Procedures for organising an educational visit

When you have decided to organise a visit:

3 WEEKS IN ADVANCE for level 1 and 2 visits

5 WEEKS IN ADVANCE for level 3 visits

[residential/adventurous/hazardous/abroad];

Complete a Trip proposal form outlining the details of the proposed trip. (This will include details of costing and how this will be met).

Submit trip proposal form to the main office for consideration and authorisation by the Senior Leadership Team at SLT meetings.

When you have received SLT authorisation for your trip

- Notify kitchen at least two weeks prior for packed lunches/pupil numbers not in the dining room.
- Notify Claire D so that medication requirements can be made available.
- Let SLT know the staffing for the trip as this helps with cover.
- Complete EVOLVE documentation on-line and submit to EVC.[at least 2 weeks in advance for level 1/2 visits and 4 weeks in advance for Level 3 visits [residential/adventurous/hazardous/abroad].

Form info 1 to parents should NOT be sent until you receive confirmation from the EVC giving approval.

For LEVEL 1/2 visits [routine off-site curricular, non-residential, non-hazardous, swimming pools, museums, other schools, etc.] Use EVOLVE online.

The following documentation should be used and included on the form.:

Form Info 1 (Information to parents, attach in planning on EVOLVE)

Form Sch. PC/A (To parents for return, attach in planning on EVOLVE)

Generic Risk Assessments (First aid/medical, supervision, transport, weather and emergencies to be completed and attached to EVOLVE)

Site and/or activity specific Risk Assessments (if required)

For **LEVEL 3** visits [residential, adventurous (on and off site), hazardous, abroad] additional documentation will be required on EVOLVE

This must include:

Individual Pupil Risk Assessments and Care Plans

Site and/or activity specific risk assessment.

Form Sch. PC/B (To parents for return, attach in planning on EVOLVE)

A providers contracts must be sent out to organisations providing residential or adventurous activities.

Further information may be required depending on the nature of the visit.

All blank forms can be located in Staff only ; Educational visits: blank forms

If staff private cars are used, please ensure parents are informed on the Parental Consent form.

Staff driving their own cars must have:

Passed N.C.C driver assessment

Have business insurance for the vehicle being used

Completed the driver declaration form and submitted to school office

After approval Form info 1 can be sent to parents

If Form Sch. PC/A [parental consent] has not been returned then an email/text/fax will be acceptable for one visit, with the knowledge of the EVC and/or member of SLT [but NOT for regular visits] - TELEPHONE PERMISSION WILL NOT BE ACCEPTED

EPOC [Emergency Point of Contact] for most visits will be

Mrs S Young Headteacher (07983571827) or MS Joanna Rand Deputy

Headteacher (07983637280) : Sidestrand Hall School, Cromer Road, Sidestrand NR27 ONH, 01263 578144.

If you are unsure of the EPOC for Residential/Level 3 visits then ask EVC/SLT for advice.

Any issues with the EVOLVE form and /or final approval will be notified VIA EMAIL by the EVC/Headteacher to visit leaders and Key Stage Managers.

Visit leaders must collect Risk Assessment/Care plan trip packs from the main office and complete the trip checklist in the main office before departure on each trip.

All staff and pupils going out on a visit must be signed out at reception in the books provided. It is the visit leaders responsibility to ensure this happens.

After your visit

Educational Visits Balance Sheet (to Bursar within 28 days)

Evaluation of visit - To include impact on pupils learning and development and value for money **(on EVOLVE within 28 days)** - These are passed to Mrs Young on a weekly basis.

An Incident Report Form must be completed for:

- Any accident resulting in injury
- Any near miss/dangerous occurrence
- Any violent incident (physical or verbal)
- Any work-related ill health
- Any damage to building or property

Any changes to these arrangements can be approved ONLY by SLT/EVC

Any issues or concerns or any help needed please contact:

Simon White ; ext. 261, swhite4nr6@nsix.org.uk

Sue Wright : ext 222 , swright6xrv@nsix.org.uk

