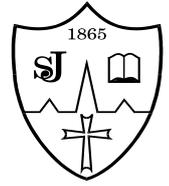


St. James' C of E Primary School

Off-site Visits

St James' C of E Primary School
Written by: Mrs Lisa Harford
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Review: September 2017



St. James' C of E Primary School has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Offsite Visit'. 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 outside the classroom and beyond the school premises.

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 Governing Body has given its approval includes:

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

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head teacher. The Head teacher is also nominated as the Off-site Visits Co-ordinator (OVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Head teacher will approve the initial plan.* The Headteacher will also approve the completed plan and risk assessments for the visit before departure.

All staff organising a visit are required to complete an offsite visit notification form which outlines the purpose of the visit and some general information about who will be taking part (**appendix 1**)

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 school 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 Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DSB 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 OVC 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 identify the 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.

Parental Consents

Written consent from parents will not be required every time pupils take part in local visits, i.e. walks in the local area as all parents are required to sign a permission form regarding visits in the local area when their child starts school. However, parents will be told where their child will be at all times and of any extra safety measures required.

Written consent will be requested for activities that need a higher level of risk management and those that take place outside school hours. The school 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 Remissions, and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The 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. 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.

The Use of Other Adults

Support from other adult helpers, for example, parents, grandparents and governors on school visits is greatly valued. However in order for these people to be able to effectively support both staff and pupils it is essential that they are aware of the following:

- The purpose/objective of the visit
- The itinerary of the day (importance of not diverting from the itinerary)
- The role of the parent for each particular visit
- The names of the children in their group
- Guidelines for the frequency of head counts, i.e. every 10-15 minutes or each time the group moves to a new location
- Expectations of work to be carried out by pupils (copies of any work/question sheets to be given)
- Expectations of pupil behaviour and systems for dealing with inappropriate behaviour, i.e. notifying appropriate member of staff as soon as possible
- Insurance arrangements, including personal injury and use of private vehicles (see section on insurance appendix 1)

Staff should inform parents of this information either at a pre-visit meeting or through a letter (see sample letter to parent helpers – appendix 2).

******Whilst it is acceptable for other adult helpers to be assigned a particular group of children for the duration of the visit, it is important that they are made very aware that it is the teacher who has overall responsibility of the group and that deviations from the itinerary cannot be made by small groups. Adult helpers should not be given sole responsibility of a group and allowed to separate from the whole group. ****** Where it is necessary for the group to split up for some activities it is important that each group led by a parent helper is supported by one which is led by a member of staff.

**** Parents and other adults who volunteer to help on school trips do not need to be DBS checked. This is in line with county policy, where an adult helps on a one off visit and is under direct supervision of the teacher. Parents attending residential visits will be subject to an enhanced DBS clearance.**

Where it is necessary for helpers to use their own cars to transport pupils it is essential that two adults where possible are present in the car to enable the driver to concentrate on the road and not the behaviour of the pupils. The driver should also be advised to inform their insurance company that they are using their car to transport children on a school visit.

Parents of those children being transported by other adult helpers should be informed of this and consent for this should be gained at the planning stages of the visit.

Use of Cars for Transporting Pupils

Children should always wear appropriate restraints when travelling in a member of staff's car or that of a volunteer helper. Lap belts are not considered to be acceptable. Children under 1.35m must have a car seat/booster seat.

If school ask a parent to use their car to transport pupils they should be asked to complete a volunteer driver form prior to the visit.

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 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

The school is supported in its arrangements for offsite visits by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to SHE prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

Charging 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 pupils will not be treated any differently according to whether or not their parents have made a contribution.

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.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.

Monitoring Off-Site Visits

It is the role of the Educational Visits Co-ordinator to monitor school visits. This monitoring will take the form of being involved in the planning and organisation of the visit, discussing and agreeing risk assessments and evaluating the success of the visit. The Educational visits Co-ordinator will also take part in some visits to monitor the organisation of the visit.

Related policies:

- Behaviour Policy
- Charging an Remission Policy
- Safeguarding Policy
- Health and Safety Policy

APPENDIX 1

Procedures for Allegations Management

If an allegation of abuse is made against a member of staff, the Government's Allegations Management Procedures (from Working together to Safeguard Children 2010) must be implemented.

Procedures covering allegations against a member of staff or a volunteer:

- In cases of allegations against adults in school, staff should refer to the headteacher immediately
- The headteacher must contact the Local Authority Designated Officer for allegations (01452 426994 or 01452 583638) for an initial discussion. It is the responsibility of the DCPO to oversee the Allegations Management Process.
- If necessary, the Head teacher, Local Authority Designated Officer, Social worker representative of the Safeguarding Children Service, HR and police will convene a multi agency Allegations Management meeting urgently to plan any further appropriate action

Procedures covering alleged abuse by Headteacher:

- If an allegation has been made against the headteacher, the alternate child protection co-ordinator should contact the governor with particular responsibility or the chair of governors who should immediately contact the Local Authority Designated Officer for allegations (01452 426994)

APPENDIX 2

Procedures to follow if concerned about a child:

Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then that professional should:-

Consultation with supervisor

share their concerns with their supervisor/line manager/designated teacher or named professional to help clarify the nature of their concerns

Completion of written record

complete a written record of the nature and circumstances surrounding the concern including any previous concerns held (the school have a form to record observations and details on).

Contact social workers for advice

in those cases where you have a concern but are unsure about how to proceed contact the

Children's Help Desk Tel: 01452 426 565

and ask to speak to a social work practitioner

Contact the children's helpdesk

In those cases where you are clear a social work assessment is required make a referral to the:

Children's Help Desk Tel: 01452 426 565

within 24 hours (immediately if the concerns are about physical injury or sexual abuse). The CYPD social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to CYPD, in writing, within 48 hours

Resolving professional Difference (escalation policy)

Remember to use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the

Safeguarding Children Service on 01452 58 3629

For out of hours social work advice please contact the **Emergency Duty Team on 01452 614 194**