



# PATCHAM HIGH SCHOOL

One Team, One Dream

## **OFF-SITE VISITS**

# OFF-SITE VISITS POLICY

**Status:** Statutory

## **Purpose:**

At Patcham High School we believe that learning in the classroom should be supplemented as much as possible with opportunities to learn outside the school environment. The school provides many opportunities to enrich the curriculum for its students through off-site activities and educational visits. These include trips, visits and residential opportunities.

The value of off-site activities and educational visits is well recognised by the Governing Body and school staff and fully supported throughout the establishment. Safety is of paramount importance and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

Patcham High School follows all guidance in the Brighton and Hove publication *Guidance for Offsite Activities September 2009*. Copies are available on request. These new guidelines incorporate changes in nationally accepted practice, under the Activity Centres (Young Persons Safety) Act (1995), and incorporated in the following guidance issued by the Department for Education and Skills:

- Health and Safety of Pupils on Educational Visits 1998
- Standards for Local Education Authorities in overseeing Educational Visits 2002
- Standards for Adventure 2002
- Group Leaders Handbook 2002.

## **Relationship to other policies**

This policy should be read in conjunction with the following policies: Health and Safety, Child Protection, Safer Recruitment.

## **Roles and responsibilities of head, other staff, governors**

The **Governing Body** will:

- ensure that arrangements are in place and the Brighton and Hove regulations and guidance are being translated into working systems
- ensure that the Governing Body has its own systems in place to support this process.
- act on behalf of parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

The **Headteacher** will:

- ensure that the management of visits and ventures meets the regulations and guidance offered by Brighton and Hove Council, DCFS and others, as well as conforming to the establishment's own health and safety policy

- ensure that the Governing Body is kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.
- delegate the responsibility for checking and approving visits on the Evolve web-site to the Deputy Headteacher

The **Educational Visits Coordinator** will:

- liaise with the Outdoor Education Adviser where appropriate
- ensure that staff leading trips complete all necessary paperwork
- ensure that trips information is communicated via the Evolve website in order to ensure that the City Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- ensure that procedures for Criminal Records Bureau disclosures are in place as necessary
- ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the City Council team should an emergency occur
- ensure that the establishment complies with City Council requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The **Group Leader** will:

- be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LA's policies and procedures
- plan and prepare for the visit and assess the risks with the EVC
- define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do
- obtain the Headteacher/manager's approval for the visit
- have enough information on the students taking part in order to risk assess their suitability for the visit or specific activity

- consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the establishment base contact
- ensure the leaders and others have details of the students' special educational or medical needs which will be necessary for them to carry out their tasks effectively

**Parents will:**

- provide the EVC with emergency contact number(s)
- sign the consent form
- give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a student home early and who will meet the cost

**Students will:**

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

**Arrangements for monitoring and evaluation**

The headteacher will report to the Governing Body annually on the implementation of the policy, identifying any necessary changes in approach which are deemed necessary. The report will include:

- the number and nature of trips and visits, including participation rates
- any problems/issues that have arisen in implementing the policy
- impact on teaching and learning of any aspect of the policy.