

*St Margaret Clitherow Catholic
Voluntary Primary and Nursery Academy*



*Off Site Visits
Policy*

St Margaret Clitherow Catholic Academy

Off- Site Visits Policy



Mission Statement

St Margaret Clitherow Academy is a community concerned with the growth and development of the whole person. In that community great importance is attached to every individual. The foundation of all that the school does is the person of Christ, who is at the centre of the community. Our aim is to encourage individuals to grow to Christian maturity through the opportunities we provide,

Love one another as I have loved you.

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.'

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all DfES and Local Authority documentation before any educational visit is authorised.

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Educational Visits (EVC);
- the right to be consulted and to give permission for all school trips;

St Margaret Clitherow Catholic Academy

- responsibility to ensure that the school complies with all health and safety regulations and procedures;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Educational Visit Coordinator

The coordinator will:

- undertake appropriate training and is competent and experienced to undertake the role;
- Develop and implement procedures to monitor all off-site visits and their associated paperwork
- Develop and implement an approval system for:
 - **Category A** visits, to be approved by :Head teacher
 - **Category B** Visits, to be approved by:
 - *First Stage:* Head teacher
 - *Second Stage:* Outdoor and Environmental Education Development Manager (OEEDM), Children's Service
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

St Margaret Clitherow Catholic Academy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of Party Leaders

Party Leaders will before any visit is authorised:

- Ensure that the visit is planned and risk assessed using the *Generic Risk assessments* prepared by the Children's Service (www.collegest.org.uk), as a starting point, including an exploratory visit whenever it is possible.
- Ensure that the visit complies with National, Nottingham City Children's Service and the schools' guidelines for school visits
- Ensure that:-
 - All visits or just Category B visits (As defined in the Children's Service Off-site Visits Policy) are logged on the On-line system
 - Category A visits are recoded using form OV1 is completed for any off-site visit and the appropriate consents and approvals are obtained.
 - the nature, purpose and length of the visit;
 - accommodation details;
 - the year group and pupil numbers;
 - pupil names;
 - contact details;
 - emergency contact details;
 - parent consent forms;
 - medical records;
 - the number of adults;
 - CRB checks of parent helpers;
 - adult pupil ratio;
 - insurance;
 - costings of the visit;
 - coach firm and contact details;
 - travel arrangements;
 - itinerary of visit;
 - medical and first aid;

St Margaret Clitherow Catholic Academy

- school contact phone numbers;
- emergency procedures;

Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information

Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits/information and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

Authorisation of Educational Visits

The Headteacher will:

- authorise all short term or day educational visits; (Category A)
- seek the approval of the Governing Body and the Local Authority for a residential visit (Category B)

Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;

St Margaret Clitherow Catholic Academy

- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- be subjected to a Criminal Records Bureau Check before they take on the role as a volunteer helper/supervisor on an educational visit;
- undertake training in the above role;
- be allocated named pupils during the visit

Planning & Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

Role of Pupils

Pupils will:

- abide by the ground rules and the standards of behaviour for the educational visit
- know which adult is responsible for them

St Margaret Clitherow Catholic Academy

- look after their possessions and spending money

Role of the School Council

The School Council will be involved in:

- determining this policy with the *Governing Body*;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the *Governing Body*

Role of Parents/Carers

Parents/carers will be aware of and comply with this policy

Financial Arrangements

The school office will act as 'treasurer' and will collect all monies from parents/carers and will pay all bills.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the *Governors*.