

Wootton Wawen CE Primary School

Policy for Offsite Visits



The school makes extensive use of the Warwickshire LA guidance and support documents to support decision making and record keeping with respect to Offsite visits. This can be accessed via the following link

<http://www.warwickshire.gov.uk/outdooreducationteachers>

Aims and purposes of Offsite Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school prospectus.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School teams

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential visits

Overseas visits

Adventure Activities, which might be classed as higher risk.

Parents and Carers are informed of all these activities through letters and the information is also available in Newsletters and on the website.

Approval Procedure and Consent

The Head teacher has nominated a teacher/staff member as the Offsite Visits Co-ordinator (OVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of Offsite visits and other offsite activities to the **Resources** committee.

Before a visit is advertised to parents the Head teacher, the OVC (and governors in the case of a residential visit) must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

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 children. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams (away matches) and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities. Parents will be given information for the activities that children are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more parents/carers will be asked to sign a letter, which consents to the child taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parent/carers' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing learning in a variety of environments through induction and training. The selection of staff for Offsite visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with offsite activities and visits.

The appointed Group Leader will be fully supported in any appropriate 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.

Ratios

Whilst there are only guidelines for staff/ children ratios when on trips, Wootton Wawen will use the following ratios when planning off site visits.

Reception 1:6-10

KS1 1:6-10

KS2 1:10

(or 1:15 if simply a walk to another local venue or coach trip to a local venue).

Remissions Policy

As an inclusive school we will make every effort to ensure that all the pupils can participate in educational visits, independent of their financial circumstances. For day trips we ask for a voluntary contribution. While payment for residential trips is not voluntary, we will endeavour to provide financial support for children who would otherwise be excluded. This may involve the use of Pupil Premium money to support identified children.

The expectations of Pupils/Young People and Parents/Carers

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential of withdrawal of a child, prior to or during the visit, if such conduct would have led to a fixed term exclusion from school.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency school contact for each visit; this will normally be the Head teacher. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all children and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin in the case of residential visits.

The Group leader will ensure all children have the medication they need before leaving the school.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the OVC. A short evaluation report will be made available for the Governing Body.

The OVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for handing on any invoices or other expenses that have been incurred to the school's secretary.

This Policy was agreed in November 2013
It will be reviewed in November 2016