

# Woodmancote School

## Offsite Visits Policy

Designated Member of Staff: G Tucker/Mr D De Gruchy/Premises Committee

The school has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Offsite Visits. 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 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 along with which year groups participate. These may change over time.

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, sport, etc)

School teams

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

Day visits for particular year groups

Residential visits (Currently Year 4 and Year 6)

Adventure Activities, which might be classed as higher risk.

These activities are made available to particular groups of children at certain times of the year.

### **Approval Procedure and Consent**

The Head teacher has nominated a teacher as the Offsite Visits Co-ordinator (OVC) and the Governing Body has approved this appointment. The current OVC is Mr De Gruchy, although Mr Carter and Mr Clark have both attended relevant training. The Governing Body has delegated the consideration and approval of Offsite visits and other offsite activities to the Premises Committee and has nominated John Musgrave as signatory, as necessary, on behalf of the governing body.

Before a Residential trip is advertised to parents/carers the Head teacher, the OVC and governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For day trips the Governing Body has delegated authority to the Headteacher and OVC to approve plans.

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.

For out of hours clubs, school teams and nearby visits parents/carers will be asked to sign a general letter of consent for participation in these activities when the child enters the school. Parents/carers will be given the timetable or just information for the activities that pupils are involved in and will be informed by letter/phone call/through the child 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.

The school has separate policies for 'Charging' and 'Equality' (*Equal opportunities*), which applies to all Offsite visits.

### **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, apprenticeship 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 school does not support additional people accompanying offsite visits who are not at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group 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.

### **Charging Policy**

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support

- Family credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges.

For those children who are in receipt of Pupil Premium, monies will be used to cover the expense of residentials or trips.

### **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 and 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. 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 pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

For schools, the group Leader will take with them a copy of the Gloucestershire Emergency Procedure as outlined in the online [Offsite Visits Manual](#).

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 presenting a financial account for the visit, which will be audited as part of the school's procedures.

Date: November 2010

Signed..... (Chair of Premises)

Reviewed: November 2011

Reviewed: November 2014

Reviewed: May 2015

For further information go to the Gloucestershire County Council Offsite Visit Manual

[www.gloucestershire.gov.uk/offsitevisits](http://www.gloucestershire.gov.uk/offsitevisits)

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