Policy

Reviewed by	
Meeting Approval date	
Filed in SharePoint site	
Posted in school website	
Next review due	

Our school vision.

Hethersett VC Primary School empowers its children and their families to flourish and grow. Creativity, compassion, responsibility, the love of learning to gain knowledge and wisdom, combined with Christian values shape our inclusive education.
Together we are stronger, respecting ourselves and others to create a successful and healthy future.
Keep your roots deep in him, build your lives on him, and become stronger in your faith, as you were taught. And be filled with thanksgiving. Colossians 2:7

Hethersett Primary School has formally adopted, through its Governing Body the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and uses EVOLVE www.norfolkvisits.org.uk to record and approve visits. Monitoring procedures have been agreed with the Governing Body/ Managers to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

The school/centre has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

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
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to Headteaher. The Head teacher has nominated Jo Moir as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

If using the Evolve Local Area Visits (LAVs) module then its been agreed that LAVs need to be approved by EVC or no approval is required. (*Amend as required*)

Before a visit is advertised to parents the Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:
Level 3 – [Adventure Activity, Overseas or Residential]
These visits must be approved via Evolve and the LA's on-line approval gained.
These must normally be submitted to LA at least 30 days before the visit.
Level 2 Day visits approved at school level on Evolve by EVC & Head.
These must be submitted to Head a minimum of 5 Days in advance
Level 1 Local regular day visits this establishment has chosen to post a list of its Level 1 visits in the document library of Evolve & will use in-house systems to record & approve such visits.

Hethersett VC Primary School List of Level 1 Visits

Local surrounding area within 10 minutes' walk of school

Hethersett

Local Church for service at Christmas/Easter/End of Year

St Remigius Church
27 Norwich Rd
Hethersett
01603 946656

Visiting a local nursing home to share our children's musical talents with them (Christmas)

Woodcote
Firs Road
Hethersett
Norfolk
NR9 3JD

The Nest for CSF Football Fixtures

Holt Road
Horsford
Norwich
NR10 3AQ

Sainsbury Centre for Visual Arts

Sainsbury Centre for Visual Arts
University of East Anglia
Norwich
Norfolk
NR4 7TJ

Hethersett Academy (Cluster Events)

Hethersett Academy
Queen's Road
Hethersett
Norwich
Norfolk
NR9 3DB

City Academy

City Academy
Earlham Road
Norwich
Norfolk
NR4 7NU

Easton College SSP – Multi-Skills Events

Easton College
Easton
Norwich

Norfolk
NR9 5DX

Earlham Park

Earlham Park
University Drive
Norwich
NR4 7TQ

The Open Venue

The Open
20 Bank Plain,
Norwich,
Norfolk
NR2 4SF
Phone:01603 763111

UEA (Various Annual Events including Football Tournament (SSP) and Winter and Summer Games Events

Sportspark and SPRING (Gym Centre)
Norwich Research Park,
Norwich
NR4 7TJ

Riverside Leisure Centre

Riverside Leisure Centre
Wherry Rd,
Norwich
NR1 1WX

Eaton Park

Eaton Park
South Park Ave,
Norwich
NR4 7AZ

City Academy Swimming Pool

City Academy Swimming Pool
Earlham Road
Norwich
NR4 7TF

Greshams School

Greshams School
Cromer Rd,
Holt
NR25 6EA

It confirms that set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

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 DBS 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 EVC 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 Management

The Visit Leader will seek to identify any significant 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 these will be recorded.

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. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra information or measures required.
Written consent will be requested for activities that need a higher level of risk management or 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 use of Pupil Premium, Behaviour 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.

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 the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy 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 level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

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.

Other school policies that this Educational Visit policy relates to are:

- School Charging Policy
- Remission of Charges Policy (Maybe part of above policy).
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy
- Behavior Policy
- Supporting Pupils with Medical Conditions
- Insurance policy (related to Travel).