



To nurture each individual's aspirations and talent

To provide outstanding learning experiences and opportunities

To promote respect for one another and the environment

To encourage collaboration and partnership

Trips and Visits Policy

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Status:	Recommended

1. PURPOSE

Farmor's School has a strong commitment to the added value of learning outside the classroom and beyond the school premises, while maintaining the safety and welfare of our students.

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:

- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

2. RELATIONSHIP TO OTHER POLICIES

This policy should be read in conjunction with other relevant documents, including:

- Health and Safety Policy
- Accessibility Policy
- Equal Opportunities Policy
- Curriculum Policy
- Special Educational Needs Policy
- Safeguarding Policy

3. SCOPE, PRINCIPLES AND DEFINITIONS

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to The Head teacher who delegates this responsibility to an Off-site Visits Co-ordinator (OVC).

Before a visit is advertised to parents the Senior Leadership Team will approve the initial plan. Staff are encouraged to follow the school procedure for proposing a trip which ensures consideration is given to safeguarding, other planned activities on the school calendar and finances (see Appendix 1).

To ensure safeguarding of pupils is given high consideration, the OVC will check and approve the completed plan and risk assessments for the visit before departure (requesting amendments if needed). Plans and risk assessment for all residential (overnight) trips, visits abroad and trips containing potentially hazardous adventurous activities will also be submitted to the Gloucestershire LA SHE Unit for additional checks and approval.

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 is 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 OVC and Visit Leader (with SLT consulted if necessary). They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that the Disclosure and Barring Service screening is undertaken 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 OVC 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 Assessment

The Visit Leader will identify the 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 this will be recorded in a risk assessment.

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 students. All payments for these visits will be made through the school accounts. *An exception to this is for major 'expeditions' organised by established tour operators World Challenge or Far Frontiers; for these trips contracts and payments are made directly between the operator and with individual students' parents.*

The Visit Leader will make appropriate checks before committing the school to the contract or appointing an operator to run an expedition. This will include seeking assurances about health and safety, and any accreditation and licensing.

For all residential trips, visits abroad and trips containing potentially hazardous adventurous activities (including World Challenge and Far Frontiers expeditions) all plans and risk assessments completed by both the school's Visit Leader and the external provider will also be submitted to the Gloucestershire LA SHE Unit for additional checks and approval.

Parental Consents

Written consent from parents will not be required for students 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 will be told where their child will be at all times and of any extra safety 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, and Inclusion, which applies to all visits.

The expectations of Students 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. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity before or during the visit. If this occurs during the visit, the Visit Leader will consider whether such students should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

Visit Leaders will appoint two emergency contacts for each visit and these people will be given copies of all documents pertaining to the visit including Visit Leader contact details, itinerary, manifests of staff and students, copies of risk assessments and copies of student Trip Consent Forms containing all parental emergency contact information and medical information. A member of the Senior Leadership Team will usually be one of the emergency contacts for each visit but, if not, the OVC will approve the suitability of the nominated contacts. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

Visit Leaders should book a school owned mobile phone and take with them on the visit so they can be contacted by staff, students or parents without having to divulge their personal contact details.

4. CONSULTATION

This policy was written following consultation between staff, governors and the SHE Unit at Gloucestershire County Council.

5. MONITORING, REPORTING AND EVALUATION

School trips and visits will be monitored closely by the OVC to ensure that they all adhere to the terms of this policy. Should issues arise that are not assisted by the terms of the policy, the OVC will make recommendations to SLT and the Governing body for the amendment of the document. A review will also occur every 3 years.