



## Offsite Visit Policy

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The Short Stay School for Norfolk has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. [www.oeapng.info](http://www.oeapng.info) and as outline on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Offsite Visits**

The Short Stay School for Norfolk 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 activities that take place off site and out of school hours, which support the aims of The Short Stay School for Norfolk. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of offsite visits and activities to Headteacher. The Head teacher has nominated various staff within individual bases as the Educational Visits Co-ordinators (EVCs) and the Governing Body has approved this appointment and the EVCs have received training by the LA.

Before a visit is advertised to parents the Head teacher and EVCs will approve the initial plan. The Headteacher/EVCs 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](http://www.norfolkvisits.org.uk)

The School has agreed a policy for categorising its visits in line with the following guidance:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

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.

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### 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 Short Stay School for Norfolk 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 Short Stay School for Norfolk 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 EVCs 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 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 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 Short Stay School for Norfolk on behalf of the pupils. All payments for the visit will be made through The Short Stay School for Norfolk accounts.



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The Visit Leader will make appropriate checks before committing The Short Stay School for Norfolk to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible The Short Stay School for Norfolk will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts 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 will 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.

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 given the opportunity to 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 Short Stay School for Norfolk has a clear code of conduct for students based on the school's 'Rewards & Relationship's 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 may be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The Short Stay School for Norfolk 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 and the Governors Premises Committee informed.



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### **Review by the Local Authority**

The Short Stay School for Norfolk 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 Short Stay School for Norfolk may invite, but not require, parents to make voluntary contributions for 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 Short Stay School for Norfolk 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.



## Offsite Visit Policy – Appendix 1

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### **Level 1 visits –Standard Operating Procedures.**

Guidance for developing SOP's.

*Note, Level 1 visits are those local & regular visits as listed in SSSfN Offsite Visit Policy [Agreed by SMT, EVCs & Governors].*

Standard Operating Procedures (SOP) need to be based on an adequate and current risk assessment which has specific regard to the A, E & D of SAGED. I.e. the local context of the visit. <http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3a-Good-practice-basics-1.pdf>

This risk assessment (RA) is based on a walk through of the visit, and dated and recorded including who was involved. The wider the group/input the better. Revise when any significant changes occur.

The SOP that is developed from your site specific RA will form the induction and training of all staff who may undertake key roles in leading or assisting on such visits.

Some key factors to consider:

**Approval:** by what means will SMT/Head be aware who is out when and confirm ok to go?

**Emergency backup:** Who is on call to assist and is available by phone/runner?  
There maybe a restriction if not enough support is available?

**Consent:** check block consent from parents includes this visit.

**Staff Competence:** Are all staff able to lead this local visit or who has been approved to lead?  
Ratios: Minimum level of adults required.

**First Aid:** Does leader need to be qualified? Or is it local enough for help from school (or venue) to assist?  
Does a First Aid kit need to be taken?

**Communication:** Does a mobile need to be taken, who back at base to contact? Is signal coverage whole route? [On which mobile providers?]

**Route:**  
Including key road crossing points and system of crossing i.e. maximum size of wave etc. Are spotters required where visibility is limited? Agreed signalling & communication system (With regard to traffic noise etc).

Near water or other significant hazard?



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### **Event specific assessment requirements:**

**Staff** : Competence & Experience First Aid? NQT's etc shadow & then monitored?

**Group**: Any significant behaviour or medical conditions in group.  
Adjust ratios, LSW to attend? Carry medication etc?

### **On the day;**

Weather, road works? Any significant variation to the norm?