



OFFSITE VISITS POLICY

The Bridges Federation has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite' www.oeapeg.info and the outline on EVOLVE 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 Bridges Federation have a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad and balanced range of Learning Outside the Classroom opportunities for all its children.

Each year the schools will arrange a number of activities that take place off the schools sites and/or out of school hours, which support the aims of the Federation. The range of activities which the Governing Body has given its approval includes:

Out of hours clubs (music, dance, art, sport, homework etc)

School sports teams

Regular nearby visits (places of worship, swimming, other local amenities)

Day visits for particular year groups, including cluster events

Residential visits

Adventurous activities

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits to the Headteacher. The Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources to carry out the role.

A governor is nominated to liaise, as necessary, on behalf of the governing body. The governors are: **Joanna Wilcox and Mark Beeby**. The Headteacher will keep the Governing Body aware of its visits events & programme via the normal Headteacher Reports.

Before a visit is advertised to parents the Headteacher/EVC must 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 Federation have agreed a policy for categorising its visits in line with NCC guidance i.e.:

- Level 3 visits must be approved via Evolve and the LA' online approval gained (Overseas, Residential or Adventurous visits).
- Level 2 Day visits approved at schools level on Evolve by Headteacher/EVC.
- Level 1 Local regular day visits this establishment has chosen to use Evolve to record & approve all visits and has posted lists in the document library of Evolve.

Staffing

The Federation recognise 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. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for the proposed activities



The Federation value and recognise the contribution of parent and volunteer helpers assisting with offsite activities and visits. Any parent/volunteer will be approved by the Headteacher and Visit Leader and entered onto Evolve. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the schools will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

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 other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the Visit Leader and EVC might work in partnership to undertake planning and risk assessments.

Visits' staff will not be under the influence of alcohol or 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 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 providers are involved in organising all or part of a visit, a contract will be made with the schools on behalf of the children. All payments for the visit will be made through the schools' accounts.

The Visits Leader will make appropriate checks before committing to the contract. This will include Health and Safety check and any accreditation or licensing. The LA Providers Contract form will be used where the provider is not listed as approved on Evolve.

Parental Consent

Written consent will not be required for all offsite activities as most of these activities are a normal part of the child's education at our schools. For regular 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 their child enters the schools. Parents/carers will be given the relevant information for the activities that children are involved in and will be informed by letter or phone call if an activity has to be cancelled.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents/carers will be asked to sign a letter, which consents to their child taking part. The schools have a standard letter, which is modified and used for this purpose. As part of the parents/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 Federation have separate policies for Charging and Remissions, Equality and Behaviour which applies to all Offsite Visits.

Charging for Activities and Visits

The schools may invite, but not require, parents/carers to make voluntary contributions for schools' activities. There is no obligation to contribute and children will not be treated any differently according to whether parents/carers have made a contribution.



The level of contribution will be calculated for each activity and as a last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The Federation schools 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.

The Expectations of Children and Parents/Carers

The Federation schools have a clear code of conduct for offsite visits based on the Federation's Behaviour Policy. This code of conduct will be part of the condition of booking by the parents/carers. Children, whose behaviour is such that the Visit Leader is concerned for their safety, or that of others, can be withdrawn from the activity.

Emergency Procedures

The schools will appoint a member of the Senior Management Teams as the emergency schools' contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. These incidents will be actioned as in the Federation's Business Continuity Plan.

The Visit 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/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the schools' systems. Where providers are required to complete their own accident/incident forms, a copy should be obtained by the Visit Leader.

The schools will have emergency funding available to support the Visit Leader in an emergency.

Evaluation

The Visit Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

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