



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Offsite Visits Policy

## Reviewed June 2018

## OFFSITE VISITS POLICY

### PRINCIPLES

Newark Orchard School recognises the value of off site visits and residential experiences for young people and seeks to develop provision for all pupils and students within the school. There is a clear commitment from school to provide extra-curricular and field study experiences. All visits and residential field study trips are planned, organised, led and managed according to the NCC School Visits Policy (Appendix A).

### OFF SITE VISITS

All students will have the opportunity to take part in off site visits during their time at Newark Orchard School.

Visits are used regularly to enhance and enrich the curriculum and provide valuable opportunities for students to:

- Practice their life skills.
- Consolidate skills learned in class.
- Develop their personal and social skills.
- Learn about the community and the world around them.
- Gain new experiences.
- Increase their confidence and self-esteem.

The Curriculum Leader and Subject Coordinators are responsible for ensuring the inclusion of a balance of appropriate offsite visits in support of the curriculum across the school.

### RESIDENTIAL FIELD STUDY TRIPS

The aim of field study trips is to provide for and enable all pupils/students the opportunity to participate in a residential experience away from school during Key Stage 3 or 4.

Residential field study trips are planned by a small sub-committee led by a member of the Senior Leadership Team experienced in planning FSTs, with full consultation of parents/carers and staff. The primary purpose of the trips is to present to pupils and students opportunities to develop life skills and group living skills in a new environment away from school and local influences. It is also considered appropriate to offer new experiences and the opportunity to present and promote new skills, delivered either by staff drawn from within school or drawing on the expertise of specialist staff at recommended and approved centres. Thus, pupils and students may be offered activities such as climbing, abseiling, canoeing, sailing, orienteering, camp skills etc or historical/geographical field work skills etc. All activities have an educational outcome but personal and social skills also have a high priority.

### STAFFING OF FIELD STUDY TRIPS

- Senior Manager (as leader)
- Teachers
- Teaching Assistants
- Personal Care Assistants

- Volunteers

NB: Newark Orchard School has adopted the Nottinghamshire County Council's School Visits Policy (see Appendix A).

### **CHARGING**

Parents/carers will be requested to make a contribution for residential field study trips and will be assured that in the event of an activity being sponsored by a benefactor, no cost will be levied.

To enable the FST programmes to develop and continue, funding support is raised through 'The Friends of Newark Orchard School', sponsorship, parental/carers contributions and through the school fund.

### **AIMS IN THE FUTURE**

The residential field study trips of Newark Orchard School are acknowledged as being of the highest quality in terms of organisation, logistics, contingency, staffing support (a huge voluntary investment), experience, pupil/student outcomes and considerations of health and safety. It is recognised that the value added element to the young person's educational experience is of considerable importance and has significant benefits to all those involved in the programme. Continuing and developing the programmes will enhance the individual's educational experience and promote equality of opportunity and entitlement within an element of the vision statement for the school.

It is important that the current plans for FSTs and future developments are approved and monitored by the school Governors.

# Nottinghamshire County Council School Visits Policy

## Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2011. It is essential that *Governors, Head Teachers, Visits Coordinators and the Visit Leaders* are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

## Policy Statement

The *Governors and Head Teacher of Newark Orchard School* accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

## Statement of Safety Policy

The *Governors* recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the *Governors and Head Teacher* will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

## Statement of safety organisation

### Organisation and responsibilities

Responsibility for all visits rests with the *Governing Body and Head Teachers* within individual schools. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

### Governing Body

*Governors* must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

*Governors* may wish to see an outline of all or specified planned visits before they take place or may delegate this to the *Head Teacher/Deputy Heads*.

*Laura Redfern - Chair of Governors* will oversee and monitor this policy. The *Head Teacher* will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

## **Head Teacher**

The Head Teacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

Head Teachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

The Head Teacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Head Teacher will agree, with a named Visit Coordinator (VC), the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

## **Visit Coordinator (VC)**

The Extended School's Coordinator is *Leanne Hurdle*. Each department deputy is responsible for overseeing the visits which take place across their department.

They will undertake duties as agreed between themselves and the Head Teacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The VC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

## **Visit Leader**

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the VC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

## **Supervisory staff**

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip.

## **Arrangements**

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Schools must use this system or implement alternative arrangements that are similarly robust.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

### Category A - Locally Approved Visits

All such events will be approved by the Head Teacher and managed in school by adherence to Nottinghamshire County Council visits guidance and school specific operating procedures. This school's operating procedures for visits are:

- Specific risk assessments to be completed and approved at the beginning of the year/term in which the visit is to take place.
- Dates and frequency of such visits to be identified as far as possible, eg weekly etc.
- School Visits Coordinator to be notified of regular, local visits.
- Department staff (Team Leaders/Deputy Head) to be notified when visits occur.
- A school Educational Visits Form (see Appendix B) to be completed for each visit, detailing students and staff involved.
- A school Educational Visits Form to be handed into department office prior to leaving the school site.

NB: Where visits occur across the school, eg swimming and horse riding, these risk assessments will be compiled/renewed by Team Leaders on an annual basis and approved via 'EVOLVE'. All staff will then be able to access these documents via 'EVOLVE' before following the procedures identified above for undertaking a category A visit.

### Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Head Teacher and managed by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.

Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Head Teacher and be delivered when school is in receipt of Local Authority approval.

Where the school uses external providers for activity provision, suitable assurance must be sought by school to ensure that they are suitable and appropriate for use.

NB: At Newark Orchard School, the Head Teacher has delegated the responsibility for approving visits to the School Visits Coordinator who is a member of the SLT.

*Submitting visits to the Local Authority will be at least four weeks before the trip for UK based visits and eight weeks for overseas trips.*

Signed Chair of Governors: ..... Date: .....

Signed Head Teacher: ..... Date: .....



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**PLEASE SEE VEHICLE DOCUMENTATION CHECKLIST ON  
REVERSE OF THIS FORM**

**Educational Visits Form**

*(This form must be completed before the offsite visit takes place)*

Please circle as required:

DAY & DATE

CLASS	L1	L2	L3	L4	L5	L6	L7	HUB	U1	U2	U3	U4	U5
<b>TEACHER</b>			MT		LW		MM	JMcE		KJ		CM	SC
			CP		JR		JN	KF		SE		AW	LH
			RMcW		RS		CMcG	VC					
<b>STUDENTS</b>	1						6					11	
	2						7					12	
	3						8					13	
	4						9					14	
	5						10					15	

**REASON FOR PLANNED VISIT / DESTINATION** (All youngsters to have specific learning objectives that can be met and recorded)

**STAFF SUPPORT**

RT	DHa	SBi	MA	CN	PJ	MT	SBa	EC	ME	PH	SSh	SSt	JT	ST
SWh	EA	JC	TH	CHy	TL	KP	SSi	DY	AH	RC	SO'S	CHa	HE	ZM
CMa	CS	LW	JR	SMcN	SWak		RM	PB	HT					
CB	DC	SD	DHy	TM	JP	DR	AW	LH	RM	HL	SWo			

**CHECK LIST**

Phase Leader/EVC Approval

Book out form completed

Mobile phone taken  Number .....

Medication taken

Visit consent (parents)

Residential FST

Mini-bus used

Driver \_\_\_\_\_

Specific Risk Assessment Number(s).....

Generic RA Number(s) .....

**LEAVE SCHOOL:**

**RETURN TIME:**



## VEHICLE DOCUMENTATION CHECKLIST

**\*\*\*Please note ALL drivers are responsible for ensuring that their Minibus Driver Permit is up to date and that application to renew is made within the appropriate time limit**

<b>FN54DCU</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>
MOT	26/11/18						
INSURANCE	31/3/18	01/04/18	31/03/19				
TAX	30/6/18	06/06/18	30/06/19				
AA	31/3/18	01/04/18	31/03/19				

<b>FJ07ORX</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>
MOT	04/6/18	25/05/18	04/6/19				
INSURANCE	31/3/18	01/04/18	31/03/19				
TAX	30/6/18	06/06/18	30/06/19				
AA	31/3/18	01/04/18	31/03/19				

<b>GN17CCZ</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>
MOT	31/5/18	25/5/18	5/6/19				
INSURANCE	31/3/18	01/04/18	31/03/19				
TAX	31/5/18	15/05/18	31/5/19				
AA	31/3/18	01/04/18	31/03/19				

<b>WU57WXE</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>	<b>RENEWED</b>	<b>EXPIRES</b>
MOT	25/11/18						
INSURANCE	31/3/18	01/04/18	31/03/19				
TAX	28/2/18	16/2/18	28/02/19				
AA	31/3/18	01/04/18	31/03/19				