



Learning Outside the Classroom/Offsite Visits

Health and Safety Policy Guidelines

ARNOLD HILL SPENCER ACADEMY

Learning Outside the Classroom/Offsite Visits Health and Safety Policy Guidelines

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Arnold Hill Spencer Academy as a successful academy. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for Governors, Principals, staff, helpers, pupils and providers involved in education visits.
4. To comply with The Academy Trust 'Policy for the Management of Learning Outside the Classroom / Offsite Visits and Activities'; use "Offsite Visits-Operational Procedures" and keep up to date with further advice.
5. To meet DfE guidance and National Guidance advice
6. To ensure where appropriate further advice is sought from the Academy Trust and other technically competent personnel.

BROAD GUIDELINES

Key Point – These guidelines can be captured simply in four words:

PLAN – DO – REVIEW – RECORD

APPROVAL

- All visits are linked to the academy aims and where possible planned and approved well in advance in accordance with visits planning procedures.
- The Principal and EVC will approve all low risk and routine visits and occasional opportunities. The Governors will be kept informed of all visits.
- After Principal's approval all higher risk visits including adventurous activities, residential experience, foreign travel and water-based activities will be submitted for Academy Trust approval.

- A named Educational Visits Coordinator (EVC) will be appointed – this is currently Nicole Adams.
- All visits will be recorded on, and approved through, Exeant.
- The EVC will identify and record qualifications, training, development, induction and apprenticeship arrangements for all visit leaders
- The EVC will approve visit leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named visit leader (and where appropriate, deputy) on all visits.
- The visit leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.
- The visit leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded.
- The visit leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Visit leaders will ensure a named person (a member of SLT), emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Visit leaders will, where possible, undertake exploratory visits or seek references from other academies if using new venues.

PARENTS

- Parents will be given details about Learning Outside the Classroom/Offsite Visits practice safety procedures etc.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

VISIT TIMESCALES

Visits will be authorized through Exeant, and it is expected that the forms will be submitted in good time by the Visit Leader, adhering to the Trust guidance for timescales. This should be 2 weeks for routine visits that require just Principal and EVC approval, and 8 weeks for visits that require Trust approval. Whilst it is acknowledged that for some visits, information may not be confirmed within these time frames, Visit Leaders should make every effort to meet deadlines and keep the EVC informed should this not be possible.

DELEGATED LEVELS OF AUTHORISATION

For routine visits, initial approval will be given by the EVC in conjunction the SLT Line Manager, and the Principal may also be consulted should there be any queries or involve a visit that the Academy has not previously undertaken. Routine visits will be given formal approval by the Principal and the EVC. All higher risk visits will require formal approval to be given by the Trust, and some visits may also require pre-authorisation before proceeding with the planning.

CONSENT FORMS

All visits should have appropriate parental consent, which should always be readily/easily available to visit leaders. For data protection consent forms/signatures should be stored for 6 months. Contact details will be shared with the emergency contact for the visit. In Arnold Hill Spencer Academy, parental consent will be given via an online form, details of which are given in the initial letter to parents. No child will be allowed to participate in a visit without a fully completed consent form. Medical details for all children on the visit will taken from Synergy so that the Visit Leader can plan accordingly.

CONCLUSION

Although part of health and safety policy, learning outside the classroom/offsite visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development. All visits by Arnold Hill Spencer Academy will conform to both the Academy's policies and the Trust's Standard Operational Procedures for off-site visits.

Signed_____ (Chair of Governors)

Date_____

Signed_____ (Principal)

Date_____