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# Charters School

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## Off Site Visits Policy

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Updated November 2011

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## Off Site Visits Policy

Approved on	14.11.2011	Minute number	122/12
Review Date	Autumn 2012		
Statutory			
Clerk to Governors to indicate where information is to be displayed			
Website ✓	First Class ✓	Folder ✓	
Approved by	Curriculum Committee		

## OFF-SITE VISITS POLICY

### Rationale

Off-site visits enable Charters School pupils to learn through participation and to develop inter personal skills, gain self esteem, confidence, life skills, to recognise potential in themselves, to lead, challenge and support each other outside the school in support of their curricular needs.

This Policy should be read in conjunction with Charters School Off-Site Visits Guidance Notes and Proposal Forms.

### Roles and Responsibilities

- All off-site activities, except for sports fixtures, need permission from the SLT. This is arranged through the Educational Visits Co-ordinator.
- All residential visits must have approval from the Royal Borough through The Outdoor Education Project. This is coordinated through the Educational Visits Co-ordinator.
- Trip leaders have
  - Overall responsibility for the group
  - Responsibility for delegating supervisory responsibilities to other staff
  - Responsibility for head counts
  - Responsibility for monitoring students at regular intervals
  - Responsibility for ensuring that lines of communication between the school, staff and pupils remain open at all times
  - Responsibility for ongoing risk assessment during the visit
- In the event of an emergency the Co-Headteachers, EVC and/or relevant SLT link follow the Emergency Procedure for an Off-Site Visit to inform parents and RBWM.

### Aims and Objectives

- To ensure that risks to Health & Safety are mitigated to a level commensurate with the nature of the activity involved in any visits.
- To ensure that all visits serve an educational/social educational purpose that is closely related to the relevant curriculum area
- To ensure that all students are offered the opportunity to take part in off-site visits and that *reasonable adjustments* are made for any student with Special Educational Needs
- To ensure that students' education is enriched by taking part in appropriate school visits
- To ensure that, whilst supporting the educational experience that a visit can offer, the learning of other students is disrupted as little as possible
- To ensure that all visits are as cost effective as possible both for the student and the school

### Implementation

- All visits are governed by the regulations and guidelines agreed by The Royal Borough of Windsor and Maidenhead and are co-ordinated in school by an Educational Visits Co-ordinator (EVC). A copy of RBWM's Offsite Activities Policy is on First Class under Information for all Schools.
- Visits being undertaken by the school and organised by its staff should follow the information contained in the Charters School Off-Site Visits Guidance Notes, which is available on First Class. This information is designed to ensure that all visits conform to common safety standards, that students are put at minimum risk and staff conform to current Health & Safety regulations.
- Staff should ensure that the Proposal Forms are completed and cognisance given to the information and procedures contained within it.
- Permission must be sought, by completing the relevant forms, at least four months before a residential visit of more than 2 days. The four-month rule also applies to any visits involving air flight or going abroad.
- Permission must be sought, by completing the relevant forms, at least one-month before a residential visit lasting only 2 days, or a day visit leaves.
- Pupils and parents must not be approached until approval has been given.
- Visits should be run at no cost to the School, with the exception of hardship cases, which will be considered individually.

- All visits should undergo a risk assessment procedure in accordance with the details outlined in the Off-Site Visits Guidance Notes.
- Where charging is appropriate this should be of a voluntary nature and the visit should not make a profit.
- All staff must read and carry a copy of the Emergency Procedure for an Off-Site Visit.
- All staff accompanying a school trip must have Enhanced CRB clearance.

### **Evaluation**

Evaluation Forms are completed after each visit to review value, worth and procedures associated with the visit to ensure that any problems encountered do not recur.

### **Review**

The EVC will review and update the Policy and staff will be informed of any subsequent amendments to RBWM's regulations and guidelines as they occur, and at the beginning of each school year at the annual update training sessions led by the EVC.