



OFFSITE VISIT POLICY

1. Aims & Purpose of Offsite Visits

Hartmore School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. The benefits to pupils taking part in outdoor and offsite learning include:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for creativity, developing learning relationships and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust
- Improved achievement and attainment across a range of curricular subjects
- Ensuring that pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e., encouraging pupils to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle

Each year the School will arrange a number of activities that take place off the school site both during and out of school hours, which support the aims of the school. The range of activities which the directors have given its approval includes:

- After-school Clubs
- School sports teams
- Regular local visits (Swimming, other local amenities)
- Day visits
- Residential visits
- Adventurous, Outdoor Education activities

2. Educational Visits

The Directors have delegated the consideration and approval of offsite visits and activities to Harry Howells. (The Headteacher) and he has been nominated as the Off-site Visits Co-ordinator (OVC).

3. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Of site activities can only be led by Teachers, Instructors or HLTAs. Visit Leaders are responsible for:

- Pre-visits if required
- Gaining agreement of the Headteacher to plan a visit
- Completing all risk assessments and paperwork required.
- Ensuring Head teachers approval before the visit

4. Risk Assessment

The visit leader will identify the 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.

For repeat trips risk assessment can be completed once for each group of pupils (although it must be continually monitored to ensure it remains accurate).

5. Approval

The Visit Leader will submit plans and risk assessments for approval by Harry Howells as off site visits co-ordinator before undertaking the visit.

6. External Activity Providers

Where external providers are used:

- The Visit Leader will make appropriate checks before committing the school to the visit
- This will include seeking assurances about Health & Safety, and any accreditation and licensing. Please see 'Use of Independent Providers' (Appendix 1)

7. Parental Consents

Specific written consent from parents will not be required for pupils to take part in 'regular 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 as these are covered by the general consent form signed by parents.

However, parents will be told where of any activities or visits where extra safety measures are required. Visit leaders will seek parental consent for all off-site visits that need a higher level of risk management or those that take place outside school hours. As part of the consent letter they will be fully informed of the activities and arrangements for the entire visit. Parents will be invited to ask for clarification of any aspect of the itinerary or organisation of the visit.

8. Equal Opportunities

Hartmore School is committed to including all pupils fully in the life of the school and will make 'reasonable adjustments' to organisation, curriculum, accommodation or teaching methods where necessary in accordance with The Special Educational Needs and Disability Act 2001, to ensure that no pupil is disadvantaged.

This includes all aspects of school life, including extracurricular activities and school trips; no pupil will be prevented from participating in any school visit without careful consideration of individual circumstances, a risk assessment and discussion with all the appropriate parties involved to consider alternative solutions.

9. Expectations of Pupils & Parents

It is made clear to all pupils and their parents/carers when a trip letter goes out that poor behaviour and/or attendance prior to the visit may prevent a pupil from participating. If concern is expressed by staff about an individual, the following steps will apply:

- Discussion between the teacher and Headteacher
- A risk assessment of the visit for all pupils concerned, which must consider each of the activities to be undertaken and the likely response of the pupils

- Health & Safety issues
- The interests of other pupils
- Individuals temperament and current emotional state on the day of the trip will be taken into consideration

If a child is excluded for a trip a 'Non participation form' will be completed to record the reasons for the decision.

10. Emergency Procedures

In the event of an emergency the visit leader should contact the school as soon as possible and explain the situation to Harry Howells (Headteacher) or Steve Miller (Director) in the Headteacher's absence. (especially those involving injury or that might attract media attention). The Visit Leader will leave details of all staff and pupils on the visit in school.

An emergency contact list for all staff and children will be maintained in school.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures.

11. Review by the Local Authority

Some local authorities retain consent for all visits that involve an overnight stay, going abroad and any that involve adventurous activities and permission for such visits must be sought through the registered manager prior to departure.

12. Policy Review

This Policy will be reviewed annually. It was last reviewed January 2019 and will be reviewed again in July 2019.