



ZNANIYE LIMITED

OFFSITE PROCEDURE

2019-2020

Aims and purposes of Offsite Visits The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises.

It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Aims

1. To enrich the curriculum
2. To include real life experiences in the children's learning
3. To develop the children's social skills Each year the school will arrange activities that take place off the school site and at times out of school hours, which support the aims of the school.

The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, sport, etc)
- Regular local visits (places of worship, other local amenities)
- Day visits for groups

Before a visit is advertised to parents the Head teacher and SLT will approve the initial plan. The Headteacher/SLT will also approve the completed plan and risk assessments for the visit before departure.

The school recognises 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. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit.

Staff will be suitably qualified and experienced for proposed activities. The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers. 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/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and SLT might work in partnership to undertake planning and risk assessments. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. External Activity Providers Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils.

All payments for the visit will be made through the school accounts. Prior to the visit the group leader will identify a suitable venue which will enable the children to extend and enrich their learning.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. However, parents will be told where their child will always be and of any extra information or measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose. As part of the parent consent they will be fully informed of the activities and arrangements for the visit. The expectations of Pupils and Parents The school has a clear code of conduct for school visits based on the school 'CODE OF CONDUCT'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early. Conduct during the visit Children should leave and re-enter the school in a safe manner via the front pedestrian gate. Children on foot should be escorted, walking in pairs with an adult at the front and rear and other adults interspersed in between. During poor visibility/out of school hours, staff assisting road crossing need to wear high visibility vests. Recognised crossing points should be used where available e.g. crossing or subway. Where no specific crossing exists, areas affording good views in all directions should be used.

Coach Travel –

The group leader/deputy group leader who is responsible for each coach must ensure:

- All helpers should be aware of first aid provision and emergency exits.
- Adults and children should be made aware of evacuation procedures.
- Children must behave in an orderly manner.
- If a child's behaviour causes a distraction the teacher must ask the driver to stop until order is re-established.

- The children must be safely clear of the vehicle before it moves when alighting or boarding; they must remain still at the putting down place until the coach has moved away. → Children must not be left unattended in the vehicle.
- Children must be seated and wear seat belts, checked by a member of school staff, before the vehicle is in motion.
- Front passenger seats must not be occupied by children.
- Children must not sit next to the emergency exit.
- Only two children should occupy side seats.
- If urgent medical attention is required, the teacher should ask the driver to drive the vehicle to a hospital or doctor.
- In the event of an emergency, passengers must move to the centre aisle and leave as quickly as possible, leaving their belongings behind. They should be moved away to a safe distance.
- An adult must check the coach when the children have disembarked, and the teacher must count the children once off the coach.

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The Visit Leader will leave full details of all

pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

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

Charging Policy for Activities and Visits - The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. Pupils will not be treated any differently according to whether their parents have made a contribution. The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.