



Slimbridge Primary School Policy
Approved: November 2020
To review: Every 3 Years

Offsite Educational Visits Policy

Slimbridge Primary School has formally adopted, through its Governing Body*, the Gloucestershire 'Guidance for Offsite Visits'. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

Slimbridge Primary School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year, the school will arrange a number of activities that take place off the school site in/or out of school hours which support the aims of the school and the children's learning. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents/carers will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school and how they may link to our curriculum:

- English – such as theatre visits or literature festivals, library visits
- Science/Geography – visits around our locality for fieldwork and observations, quizzes
- History – local museums and places of historical interest
- PE – Sporting fixtures, swimming lessons
- Maths – competitions and quizzes held in other schools
- Music - specialist music lessons, extra-curricular events such as concerts
- RE – visits to places of worship
- ICT – visits to other schools
- Extra-Curricular – i.e. chess tournaments, wildlife quizzes
- Residential activities

* This term is used for Governing Bodies, Management Committees or any group of persons exercising a management function for a Local Authority school, centre or establishment.

Out of hours Clubs (music, drama, art, science, sport, etc)
School Sporting Fixtures
Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farms)
Day visits for particular year groups
Residential visits
Adventure Activities, which might be classed as higher risk.

These are made available to pupils by class, year group, key stage; or on occasion - whole school. Sometimes educational visits may be by specific invitation.

Approval Procedure and Consent

The Head teacher has nominated a teacher as the Offsite Visits Co-ordinator (OVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of Offsite visits and other offsite activities to the Curriculum Committee as signatories, as necessary, on behalf of the governing body.

Before a visit is advertised to parents/carers, the Head teacher, the OVC and governors must approve the initial plan. The Head teacher and OVC will also approve the completed plan and risk assessments for the visit at a later date.

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's accounts.

For out of hours clubs, school teams and nearby visits, parents/carers will be asked to sign a general letter of consent for participation in these activities when the child enters the school. Parents/carers will be given information about the activities that pupils are involved in and will be informed by letter, phone call or through the child if an activity has to be cancelled.

For any visit lasting a day or more, parents/carers will be asked to sign a letter, which consents to the child taking part. The school has a standard model letter, which should be adapted for this purpose.

As part of the parent/carers' consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Equal opportunities' which applies to all Offsite visits.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing learning in a variety of environments through induction, and training. The selection of staff for Offsite visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS screening is available for volunteer adults assisting with offsite activities and visits.

The school does not support additional people accompanying offsite visits who are not at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group 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 OVC might work in partnership to undertake planning and risk assessments.

Remissions Policy*

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support
- Family credit
- Income based job seekers allowance
- Disability working allowance

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges.

* For Educational establishments.

The expectations of Pupils/Young People and Parents/Carers

The school has a clear code of conduct for visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential withdrawal of a child, prior to and during the visit, if such conduct would have led to a fixed term exclusion from school. If this situation arises during a residential visit, parents will be informed and arrangements made for them to collect the child.

Emergency Procedures

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

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

For schools, the group Leader will take with them a copy of the Gloucestershire Emergency Procedure as outlined in the online [Offsite Visits Manual](#).

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the OVC. A verbal evaluation will be available to the Governing Body.

The OVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

For further information go to the Gloucestershire County Council Offsite Visit Manual

www.gloucestershire.gov.uk/offsitevisits

Or contact the SHE Unit, Business Management, Shire Hall GL1 2TG

tel:01452 42 5350/5349

<mailto:sheunit@gloucestershire.gov.uk>

This policy should be read in conjunction to our Safeguarding Policy