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| **Out of School and college Activities and Visits Policy** |

**Policy application: - Education and Life Skills – School and college and College**

**Job title of the author: - Director of Education**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Management Team:** |  |
| **Policy Review Date: Yearly** |  |  |
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| **Department issuing the document:** |  |

**Rationale.**

David Lewis School and college considers visits and expeditions, of both day and residential format, valid and valued parts of a child and young person’s education. It acknowledges the voluntary contribution that all members of staff and helpers make to enable pupils and students to experience and take educational advantage of the rich variety of resources out of school and college.

**Aim.**

The aim of this policy document is to ensure that staff have a format to follow that provides quality of planning, the identification of potential difficulties and the assurance of a safe environment for the child and young person. It is accepted that a degree of risk taking is inherent in any form of truly educational experience and this is particularly so in the areas of Personal, Social and Health Education, where the gaining of personal confidence is the educational aim. This policy should not detract from these valid aims, but provide a supportive framework within such activities should be undertaken.

**Purpose.**

This policy offers a framework for the consideration of “out of school and college activities” under the headings of Preparation and Approvals, Supervision of Child and young person, Expertise in Activities, Knowledge of the Geographical Area, Emergency Arrangements and Insurance Cover. It is recommended that these guidelines as well as information planning may be used as a checklist to ensure adequate preparation for an activity.

**Guidelines, Preparation and Approvals.**

Careful preparation and briefing for ALL visits is essential to pupil and students, parents and adult supervisors.

ALL visit(s) details MUST be submitted prior to going of site. An offsite form must be completed and signed off by the Student Support Services Manager.

**Day visits within the school and college day.**

Requests for visits and risk assessments need to be completed by the member of the senior leadership team involved in the planning of visits/visitors. Approval for a visit must be gained from the Director of Education or the Deputy Head of Education.

Parental consent must be obtained in writing for their child to participate in visits out of school and college and parents should be given careful instructions as to what their child will require, for example, in terms of clothing, footwear, money, etc. Parents must be asked to give details of any special medical, dietary, or other conditions or needs for their child and young person, depending on the nature of the visit.

**Residential and extended day visits.**

We encourage the use of residential experiences as an ideal way to promote pupil and student learning and extend pupil and student experiences and opportunities. Residential visits must be planned as part of the overall curriculum experiences and therefore plans must be identified in Schemes of Work & in Class Planning. The residential leader is responsible for completing the information and preparing the documentation for the visit.

**Local community / neighbourhood visits**.

Where a local visit takes place e.g. walk around the immediate local area, pupil and students will be allowed to attend providing that parents have signed a **Local / Regular visits form** at the start of the year. **See appendix 1**. Please ensure copies of the signed forms are given to the student support coordinators for school or college one copy should be retained by the class teacher (school).

**Pupil and student medication and medical needs.**

The visit leader must sign medication out and in on your return. All emergency medication is kept in the school & college office. Before you administer emergency medication you **must** receive training and be confident in administering medication to a child or young person.

**Issues for visits.**

Governors’ approval must be obtained for visits where there will be an overnight stay.

Parents and Governors, where applicable, must be informed in advance of key arrangements, names of leader and accompanying adults, contingency plans, itinerary, and of emergency arrangement and the names, addresses and telephone numbers of any accommodation to be used.

In obtaining parental approval, information about any special needs or conditions and declaration of medical fitness for the child or young person, the school and college medical form should be used.

It is the responsibility of the visit leader to ensure a mobile number or a telephone number at their destination is left with the school and college office staff and the Assistant Head of School and college, together with arrangements for contact in case of emergency.

**Supervision.**

Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Every trip must have a clearly designated leader who must be a teacher. Everyone should know who is in charge and that they must take instructions from the leader. It may be necessary to designate a deputy leader where there is a large party and/or an extended visit is planned.

The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils and students, experience of accompanying adults and any special needs.

If boys and girls aged ten or over are going on the visit, other than in the immediate neighbourhood, ideally a staff member of each sex should accompany the group.

Visit leaders must explain clearly to all adult supervisors what their particular responsibilities are, and always in advance.

The Director of Education must be satisfied that any accompanying adults who are not teachers are fully suitable and prepared to undertake supervisory responsibilities in exceptional circumstances, e.g. illness of the teacher.

The general level of direct supervision throughout the visit, including evenings, must be appropriate to the particular circumstances. There must be at least one responsible adult on duty and children and young people must know who it is and arrangements for contact at all times.

When overnight stays are to be included, steps must be taken to ensure that the premises have adequate fire safety precautions. Visit leaders must ensure that staff and pupil and students understand emergency procedures and how they should vacate premises quickly and safely.

Each accompanying adult must carry a list of names of the children and young people and their parents/carer contact numbers.

Regular checks on names and numbers must be carried out.

**Expertise in Activities**

Accompanying adults must have an acceptable level of knowledge, experience and skills in activities to be undertaken. Outdoor pursuit activities will only be undertaken in the presence of suitably qualified trained and insured external consultants.

The Director of Education must be satisfied that pupil and students are medically fit to undertake any activities and obtain a declaration to this effect from parents, depending on the purpose and nature of the visit.

**Knowledge of the Area and Condition**

Visit leaders must ensure that all participants are familiar with the nature of the conditions likely to be encountered.

Staff should obtain prior information concerning local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, wardens, etc, in order to ascertain local conditions.

Informed and responsible local advice must always be heeded and acted on accordingly.

Child and young people must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.

**Emergency Arrangements**

Heads and visit leaders should ensure access to a first aid kit.

The visit leader must ensure that accompanying adults are familiar with local emergency procedures, agencies to contact and telephone numbers of services. The visit leader must carry a mobile phone.

The visit leader must ensure that pupils and students are warned carefully about local conditions, what to do if an emergency arises, if they get lost or are in any difficulty.

The visit leader must ensure that parents can be contacted readily in cases of emergency. A point of contact at the school and college to pass on information between the party and parents will need to be established.

The Head must make advance contingency plans in consultation with the visit leader for the care and/or return of individual child and young people in the event of illness, accident or for disciplinary reasons, and in the event of the visit being delayed for any reason. Parents must be informed of these contingency plans.

In the event of an accident or illness the visit leader must phone the school and college immediately.

In the event of an accident or illness, parents must be informed as quickly as possible. If a child or young person sustains an injury completion of an ACCIDENT FORM is required and a report including statements from eye witnesses be submitted. The Director of Education and Chair of Governors should be informed as early as possible of accident, injury or serious illness.

**Insurance Cover**.

Appropriate travel insurance should be in place where necessary.

Visit leaders are advised to check that the school and college has a current block insurance to cover loss of personal items against personal accident, loss, damage or theft of belongings.

The group leader must acquaint parents and Governors of the insurance cover arranged and precisely what is and is not covered for each visit or trip.

**Funding of visits.**

Voluntary parental contributions may be requested for visits including residential visits, but no pupil and student will be excluded from DAY visits due to non – payment. Where a parent is unable to contribute the full amount, a discussion will take place to request part payment where possible.

Parents will also have the opportunity to pay for residential visits in instalments. Where a parent or number of parents are unable to contribute to the cost other sources of funding may be considered. This may include the use of Pupil and student Premium Funding. In extreme circumstances, if a high proportion of parents are unable to contribute, visits may have to be cancelled.

**Transport**

Parents will be informed of the intended mode of transport being used for the visit

**Use of school and college Minibus**

The driver must be qualified to drive the minibus (over 21 years of age, clean driving licence, at least 2 years driving experience and have undertaken the David Lewis Bus driver’s assessment or a similar assessment)

Adequate supervision will be present so that the driver is not expected to supervise the pupil and students whilst in transit.

**Use of staff, parents and volunteers vehicles**

The use of private transport is not encouraged. Private transport will only be used if the Director of Education has checked that the driver has a valid driving license, the vehicle is insured to carry pupil and students and is road worthy.

**Additional Information**

If using an external transport provider, check with the coach firm the details of setting down, parking, pick up points, paying particular attention to waiting restrictions. It may be possible to ask the contractor to supply a driver conversant with the area.

Specific place/time meeting points should be established and maintained. All participants should stay at the meeting point until all other parties are present or until given alternative instructions by the visit leader.

Decisions made at pre-visit meetings should be recorded and issued to responsible adults.

A base contact point should be established prior to the visit and maintained for the duration of the expedition, including travelling time. The base point telephone number should be carried by all responsible adults on the visit.

No group should be solely dependent upon a single adult in case of emergency.

**END**