



Educational Offsite Visits Policy

Draft Autumn 2016

All school policies are reviewed by Governors annually

Rationale

Bournside operates a major programme of educational visits. The school fully recognises that this enriches the diet we are able to offer our students immeasurably, providing opportunities and challenges beyond the classroom and adding a vibrant dimension to our provision.

This policy is written in the context of:

- the Local Authority offsite visits manual
- the DfE 'Keeping Children Safe In Education' document
- the school's Equality and Diversity policy
- the school's Charging and Remissions policy

Aims

- To provide a programme of trips and visits that supports, extends and enriches the school curriculum and encourages the development of Bournside Skills for Life for all students
- To implement procedures that ensure the health and safety of students and staff on trips and visits
- To establish criteria that manage any disruption to the daily life of the school and timetabled lessons

Health and safety

This is of primary importance on all trips and visits.

- All trips and visit must be approved in advance by the SLT line manager who is a trained off-site Visits Co-ordinator (OVC).
- Staff must give the OVC at least 6 weeks' notice minimum in total of a proposed educational visit by submitting a proposal form, including 2 weeks' notice after submitting a planning form and risk assessments to ensure a due diligence checking process can be undertaken.
- Risk assessments must be completed for all trips and must include management measures for students with medical care plans.
- For trips involving overnight stays, travel overseas or potentially hazardous activities details are entered on the Local Authority *Quality Education Solutions (QES)* website for advice and/or comment.
- The number and nature of staff accompanying any trip must be agreed with the OVC. The staff should normally work at Bournside as a teacher, teaching assistant, cover supervisor or a volunteer appointed by the school. Specific training will be required for some trips. PGCE students often accompany trips during their placements at Bournside. Any plans to take other adults on a trip must be discussed fully with the OVC well in advance of the event as child protection guidelines must be followed and it may be necessary to obtain Disclosure and Barring Service (DBS) checks.
- A School Contact Person (SCP) must be nominated for any trip that includes time outside the school day. The SCP must have the full itinerary and know how to contact the party. He/she should have a list of all participants. [For all overseas/category 2 visits, the SCP must be a member of the SLT. Wherever possible, the second SCP should be a member of the SLT – essential for all overseas visits.](#)

- For all trips that take students out of registration and/or lessons, the group leader must leave an information sheet at Reception. The information sheet should include:
 - Destination
 - [Trip leader](#) contact details
 - Expected return time
 - List of students
- The group leader must take with them on the trip:
 - More than one copy of all the parental emergency contact and medical consent forms. (A second member of staff must also have these).
 - The medical care plans for any students who have one.
 - Details of how to contact your school contact person(s).
 - A first aid kit: available from the School Office with advance notice.
 - A school mobile phone: available from the Main Reception with advance notice.
- When travelling by coach, staff should be seated throughout the coach to minimise the possibility of all staff being incapacitated in the result of an accident.
- Students will be expected to conform to the student code of conduct for trips and visits. Staff will implement the agreed staff guidelines for student behaviour on trips and visits.
- Students may not be permitted to take part in an off-site activity if they have shown a lack of co-operation with members of staff or have behaved in a careless way that could endanger themselves or others.
- Any incidents or accidents must be reported through the school's normal systems.

Communication with Parents

- Communication with parents is only required when the educational visit will not be entirely within the time of the school day, in accordance with LA guidelines.
- Letters must follow a school pro-forma and include details on timings, activities, insurance and costs. All letters must be approved by the OVC before being issued.
- The letter will outline the selection process to be used in the event of the trip or visit being oversubscribed.
- An information evening for parents will be held for [all](#) overseas / residential visits.
- Parents will be required to agree to the school's code of conduct for students on trips and visits.

Charging

- Please refer to the Charging and Remissions Policy.

Minimising Disruption

In order to control disruption to lessons for both staff and students the following guidelines are applied:

- The proposed outline programme of trips and visits is agreed and published at the start of the school year. The programme is monitored by the Governing Body.
- All trips and visits which take place during school terms must have clear curricular links or form part of the agreed programme of Outdoor Education activities.
- Individual members of staff should not normally miss more than 10 days of teaching for trips and visits during the academic year and never more than 5 days consecutively.
- Trips are avoided whenever possible during September and during the last weeks of term before the Christmas, Easter and Summer holidays. Year groups are not allowed to participate in trips during the period leading up to internal or external examinations (this includes trips during school holidays).
- Disruption to Year 11 lessons is minimised at all times.
- Disruption to Year 12 and 13 lessons is avoided where possible after Easter or 31 March whichever comes later.

Further information

- Staff must follow the specific procedures for organising a school trip, including requirements for transportation of students outlined in the Frog site, 'Educational offsite visits'.