

The Wren School

Educational Visits Policy

Purpose and Background

The Wren 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 students.

Each year The Wren School will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities to which the Governing Body has given its approval includes:

- Out of hours Clubs, e.g. music, drama, art, science, sport;
- School sports teams;
- Regular local visits, e.g. places of worship & other local amenities;
- Day trips;
- Residential visits;
- Overseas visits;
- Adventurous Activities.

This policy takes account of all relevant legislation.

Policy objectives

These aims are to be achieved through the following objectives, which mirror those in the Health and Safety of Wren Students for Activities Outside the School Policy:

1. Practical and efficient preparation and planning for activities outside the school;
2. Effective communication with parents of students taking part in the trip;
3. Implementation of the principle of duty of care throughout the trip;
4. Having all processes securely in place in the event of an accident or other emergency.

Management of the policy

School	This policy is implemented and managed by Student Support Leader
Governing body	The Governors' Teaching & Learning committee will review and update this policy on a regular basis in line with all relevant legislation.
Approval	Updated and approved by Governors' Teaching & Learning Committee - 28 th January 2016

Next review due January 2019

Associated policies

- Behaviour
- Charging and Remissions
- Child Protection & Safeguarding
- Health and Safety
- Health & Safety of Wren Students on Activities Outside the School
- Special Educational Needs and Disability
- Wren Nest Egg

Practice and procedures

The Wren Governing Body has delegated the consideration and approval of off-site visits and activities to the Headteacher with the exception of residential and overseas opportunities which will be approved by the governors' teaching & learning committee.

The Headteacher has nominated David Zell as the Educational Visits Co-ordinator (EVC), the Governing Body has approved this appointment and will expect the EVC to receive appropriate training.

Before a visit is advertised to parents, the Headteacher and EVC will approve the initial plan. The Headteacher & EVC will also approve the completed plan and risk assessments for the visit before departure. The Wren school has its own risk assessment format in place in line with LA expectations.

The Wren 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. Each school trip will have an identified School Visit Leader (SVL).

The Wren 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 Headteacher and SVL and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. The Wren School will ensure that DBS screening is carried out for volunteers.

The appointed SVL 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 EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The SVL will seek to identify any significant 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. Venues identified for off-site activities will be requested to provide the SVL with a copy of their 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 students. All payments for the visit will be made through the school accounts. The EVC, working with the school business manager, 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.

Parental Consents

Written consent from parents will not be required for students to take part in the majority of 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. Parents will have also provided consent at the beginning of the year for teachers to take students off-site for educational purposes that do not involve public transport (See Appendix 1). However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management, that is, those that take place outside school hours, involve transport or a residential stay. The school has a standard format, 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. For all residential visits, parents 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 expectations of Students and Parents

The Wren School has a clear code of conduct for school visits based on the school 'Behaviour Policy'. Compliance with this code of conduct will be part of the condition of booking by the parents. Students whose behaviour is such that the SVL is concerned for their safety, or for that of others, can be withdrawn from the activity either before the visit or during if necessary. The SVL will consider whether such students should be sent home early and parents will be expected to cover any costs of the journey home. Further consequences will be at the discretion of the Headteacher, EVC and SVL.

Emergency Procedures

The Wren School will appoint a member of the Senior Leadership 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 SVL will leave full details of all students 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 in The Wren School Accident Book which is kept in the main office.

See separate Health and Safety of Wren Students on Activities Outside the School Policy.

Charging for Activities and Visits

The Wren School may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided (See Charging and Remissions & Wren Nest Egg Policies). For compulsory trips, there is no obligation to contribute and students will not be treated any differently according to whether or not their parents have made a contribution. For optional trips, 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 them.

The Wren School will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Associated documents

Risk Assessment Template

Parental Consent Template

Accident Book

Appendices

Appendix 1: Parent Letter - Consent for local 'Off-Site' activities

Appendix 1 – Parent Letter – Consent for local ‘Off-Site’ activities

Dear Parent/Carer

Consent for local ‘Off-Site’ activities

You will be aware that some of our work with the students takes us out of school into the local environment. Students accompanied by teachers and/or other appropriate adults might visit Prospect Park, be involved with a traffic census, or may walk to a local library, for example. All of these activities are appropriately supervised but I also seek your stated approval. This agreement does not replace the need for information about special day trips which we will offer throughout the year and for which we will always ask for separate additional consent. This approval is for occasional, local and sometimes spontaneous outings. Please sign the slip below and return it to Mr Zell on 7th September, the first day of school. I will regard your signature as your stated consent or agreement.

Kind regards



Mr J Broadhead
Headteacher

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Consent for local ‘Off-Site’ activities

I have read the above regarding local ‘off-site’ activities and understand the type of activity that is referred to. My signature below indicates consent or agreement for my child to participate in these activities.

Student name: Form:

Signed: Date:
(Parent/Carer)