



GP27– Out of School Activities and Visits

Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Deputy Headteacher		
Associated Policies	Health and Safety		

Educational visits are an important part of the school curriculum and young people can benefit enormously from their participation. Staff wishing to organise an out of school activity/visit must follow the outline procedures below. Approval forms must be countersigned at a diary meeting before any firm bookings are made. Any visit which has been planned without following the correct procedure will not be approved and therefore cancelled with any costs incurred passed on to the department. However, visits which arise due to sudden availability and which cannot follow the eight-week procedure will be given due consideration.

ORGANISING AND LEADING A VISIT or ACTIVITY OUT OF SCHOOL

- Consult National Assembly for Wales Booklet “All Wales Guidance for Educational Visits”.
- Complete a visit Proposal Form and take it to Dr. Tim Erasmus for consultation at least 8 weeks prior to visit. (Check insurance and charging implications).
- Proposal forms are discussed at a weekly diary meeting. If rejected, feedback will be given.
- On receiving an approval form log onto Evolve website and create a new visit, making sure that each step is completed as fully as possible.
- If you are using an Independent Provider then a Form 5 “Independent Provider Questionnaire” needs to be completed before any booking is made.
- All trips require parental contact through a letter. On the reverse of the letter there should be the “Expectations on School Visits” Form.
- For trips/visits that are non residential and non adventurous or do not take place in a demanding environment then there will not be a need to seek parental consent apart from the initial letter informing them about the trip/visit. Evolve will need to be completed at least two weeks prior to the visit.
- For Residential, Adventurous or trips involving a demanding environment then Parental Permission will be required using a Form 4. Evolve will need to be completed at least 6 weeks prior to the visit. An emergency contact number is required for each student and attached in the document section in Evolve.
- On the visit itself, the party Leader is require to have a copy of all the paperwork as well as Form 10 “Visit leaders emergency action”
- If an incident has occurred on the trip, on their return to school the party leader must complete a Form 12 “Incident Report Form” as we are legally required to keep the documents relating to the trip until the student reaches 21 years of age.
- The School/County has its own insurance policy for all visits. Please check with Assistant headteacher
- On return complete ‘Pupil Evaluation Form’ and ‘Staff Evaluation Form’ and forward to Assistant headteacher within one week. If these are not completed the visit/trip may not be granted in the future.
- Local Educational Authority Notification or Approval is required for:
 - Any overnight stay
 - Demanding environment. i.e. hazardous terrain, remoteness, difficult escape, exposure to severe weather, fast flowing water, deep water or water with strong currents
 - Adventurous Activities e.g. all waterborne activities; climbing, hill walking, gorge or coastal scrambling, underground exploration, skiing, air activities, horse riding, high ropes, ATV’s, orienteering and mountain biking. Sample risk assessment can be found in the appropriate folder on the network.

VISIT DOCUMENTATION

- Proposed School Visit or Out of School Activity – Pre-planning request to go to diary for consideration
- Standard letter together with Expectations on school visits form – To be sent to parents informing them of a Trip/Visit
- Form 4 - Parental Consent Form – to be completed for all non routine day visits and all overnight visits
- Form 5 - Independent provider paper based – to be completed for all visits out of school that use an independent provider or venue, this can be emailed in an electronic form to providers and **must be completed prior to booking.**
- Form 8 Parent Consent (Feb 09) – this consent will allow you to take students out of school on routine day/part day visits that are not involving adventurous activities and not within demanding environments. Students first complete these forms when they enter the school in Year 7 & 12 and will be kept on file, therefore there is no need to seek consent apart from the standard letter.
- Form 9 Attendance list – A list of all students that are on the trip/visit
- Exchange visits - host family contact details – to be used when exchange visits take place
- Form 10 Visit Leader Emergency Action – a form highlighting the procedure to follow if an incident occurs together with emergency contact numbers and insurance details. **The party leader must carry this with them at all times.**
- Form 12 (Incident Report Form) – if an incident has occurred on a visit the party leader must complete this form, **your paperwork will not be signed off until this is complete.** These form will them be kept until the student has reached the age of 21.
- Blank Risk Assessment – the template to be use to complete a risk assessment to cover a trip/activity that you are planning. **First check to see if there is a risk assessment to cover you before you start completing a new one.**
- Standard Risk Assessment – A standard risk assessment to used for all trips which may need extending, modifying or used in conjunction with another.
- Pupil Evaluation Form – to be completed after the trip by 5 or 6 pupils to evaluate the trip. It will be used to assist for future requests on trips of this nature.
- Staff Evaluation Form - to be completed after the trip by the party leader to evaluate the trip. It will be used to assist for future requests on trips of this nature.

HEALTH and SAFETY ON EDUCATIONAL VISIT

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. For all visits it is important to carry out a Risk Assessment (see Health and Safety Policy) that should identify what could go wrong and how serious an accident or incident could be. Risk assessments should always be written down and reviewed immediately after returning from a visit.

For all visits, staff should consult *All Wales Guidance for Educational Visits* that gives advice on a range of areas including: Responsibilities for visits; Planning visits; Supervision; Preparing Students; Communicating with Parents; Planning Transport; Insurance; Emergency Procedures.

In addition, when taking deaf students on a visit a named adult must be allocated to them and the following points considered:

- Safety in crossing roads/car parks
- Maintaining safe contact distance at all times
- Fire procedures must be explained and walked through
- On residential visits, sleeping accommodation should be near staff
- Comprehension of instructions should be checked by questioning
- Check that students have a supply of batteries, tubing and a puffer before departure.
- The loss of a hearing aid must be reported to the local police, as soon as possible
- Hearing aids are to be removed during rain and water sports - staff to be aware of implications
- For cochlear implants users, please refer to Health & Safety Policy
- For bone anchored hearing aids (BAHA) please refer to Heath & Safety Policy
- Be aware of the physical difficulties, e.g. vision, co-ordination and balance

For visits where students must take a meal with them staff should refer parents/carers to Food Safety and Healthy Choices advice on the school website in the letter home to parents. This complies with Healthy Schools and Appetite for Life.

VISITORS TO SCHOOL Members of staff wishing to host any visiting speakers or guests should discuss the matter with the Headteacher who must give permission before anyone is invited. Appropriate and efficient arrangements for rooms and equipment required must be made in advance. Please complete Form E and return to Cover Office.

Should staff be expecting any visitors to School, they should inform the School Office. All visitors should 'sign-in' and be issued with a visitor's security badge.