



## Moorlands Primary School

### “Anything is Possible!”

**Moorlands Primary School** has formally adopted, through its Governing Body, the **Sandwell ‘Policy & Procedures for Off-Site / Out of Hours Educational Activities’** and [www.oeapng.info](http://www.oeapng.info) and as outlined on EVOLVE [www.sandwellvisits.org.uk](http://www.sandwellvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

#### **Aims and purposes of Educational Visits**

The school/centre 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 pupils.

Each year the 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 which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
  - School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
  - Day visits for particular groups
    - Residential visits
    - Overseas visits
  - Adventurous Activities.

#### **Approval Procedure**

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Head teacher has nominated **Mrs Jennifer Capella and Miss Laura Smith** as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk management for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities i.e.:

#### **Overseas, Residential or Adventurous Activities**

Visit Leader - Record application on EVOLVE, complete risk assessment.

EVC - Check application and either request additional information or Submit through to Head.

Head - Check application and either request additional information or Authorise for onward submission to the LA.

LA - Check application and either request additional information or Approve

n.b. An exception to the above is where a Sandwell Residential Centre is being used AND centre staff are running the activities, in these circumstances delegated approval has been given to the Head and the visit does not need to be submitted to the LA.

### **Local regular day visits**

Visit Leader - Record application on EVOLVE. Complete risk assessment.

EVC - Check application and either request additional information or Submit through to Head.

Head - Check application and either request additional information or Approve.

n.b. Approval for this type of visit has been delegated. This visit does not need to be submitted to the LA for approval.

### **Staffing**

The 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 Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit 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 EVC might work in partnership to undertake planning and risk assessments. The Visit Leader will have received Visit Leader training endorsed by the Outdoor Education Advisers Panel (OEAP).

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 Management**

**Moorlands Primary School** will follow the Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities and complete a written risk assessment for all visits.

The Visit Leader 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.

### **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 pupils. All payments for the visit will be made through the school accounts.

The Visit Leader 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. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

### **Parental Consents**

**Moorlands Primary School** uses the one-off consent form available within the Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities. This form will be sent to parent(s) (or those with parental responsibility) on enrolment of their child in a school.

For visits which contain any element of the following:

- Adventurous activities
- Residential visits
- Visits abroad

Additional consent will be requested in the form of a Specific Consent form which parent(s) (or those with parental responsibility) will need to complete prior to the activity/visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. If the visit is residential or overseas details of two emergency contacts should be provided. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils 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 following normal school procedures for reporting and investigating accidents.

### **Charging for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

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 it.

The 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. The school has a policy on remission of charges.