



PRINCIPAL: ROBERT SPENDLOW

EVC: MATT BEE

Learning Outside the Classroom/Offsite Visits
Health and Safety Policy Guidelines

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of John Whitgift Academy as a successful academy. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits
4. To comply with SPTS "Policy for the Management of Learning Outside the Classroom/Offsite Visits and Activities; use "Offsite Visits-Operational Procedures" and keep up to date with further advice
5. To meet DfES guidelines (1998) entitled 'Health & Safety of Pupils on Education Visits' (HASPEV); DfES 3 part supplement any guidance published July 2002 and DfE Health and Safety 2011 Guidance
6. To ensure where appropriate further advice is sought from SPTA and other technically competent personnel
- 7.

BROAD GUIDELINES

Key-Point – These guidelines can be captured simply in four words:

PLAN – DO – REVIEW – RECORD

APPROVAL

- All visits are linked to the academy aims and where possible planned and approved well in advance in accordance with visits planning procedures. (See visit timescales)
- Governors will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Principal and EVC (See delegated approval levels)

- After Principal's approval all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted for Governors' approval and SPTA approval
- A named Educational Visits Coordinator (EVC) will be appointed
- The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders
- The EVC will approve visit leadership, planning checklist, risk assessment, management and evaluation of all visits
- There will be named visit leader (and where appropriate, deputy) on all visits
- The visit leader will ensure sufficient staff and helpers of the right experience are checked (CRB if appropriate) and briefed throughout the visit
- The visit leader will ensure risk assessment and management including generic, site specific and on-going are undertaken and recorded
- The visit leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed
- Visit leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents
- Visit leaders will, where possible, undertake exploratory visits or seek references from other academies if using new venues

PARENTS

- Within the academy prospectus parents will be given details about Learning Outside the Classroom/offsite Visits practice safety procedures etc
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. On-going briefings are an important part of learning and safety
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning

VISIT TIMESCALES (AUTHORISATION)

- All visits which require SPTA authorisation – 8 weeks prior to departure
- Residential visits (UK) – 6 weeks prior to departure
- All other visits – 4 weeks prior to departure

It is acknowledged that some activities may at times be arranged at short notice. With due consideration, these will be authorised wherever possible.

DELEGATED LEVELS OF AUTHORISATION

EVC→PRINCIPAL→SPTA

The academy EVC submits a visit to the Principle for authorisation. Following authorisation by the Principal, the visit must then be authorised by the SPTA

- All overseas visits
- All adventurous activities led by an External Provider


EVC→PRINCIPAL

The academy EVC submits a visit to the Principal for authorisation. No further level of authorisation is required.

- Joint Visit/Activity involving participants from another Establishment
- Residential visit (UK)
- Adventurous Activities led by a member of JWA staff
- All other visits and off site activities

CONCLUSION

Although part of health and safety policy, learning outside the classroom/offsite visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

SIGNED:  (Chair of Governors)

DATE: 5.01.17

SIGNED:  (Principal)

DATE: 5.01.17

