

# Off-Site Visits Policy

This policy is reviewed annually to ensure compliance with current regulations.

<b>Approved / reviewed by:</b>	
Governors Panel	
<b>Date adopted:</b>	May 2017
<b>Date of next review:</b>	April 2019

This policy refers to all visits off site by all students. When a student is accepted at Edith Kay School, the parent or carer is asked to sign a form agreeing that their child may leave the premises, escorted by a member of staff. Such excursions might include a trip to the local library, café for example. In exceptional cases and only with the agreement of the parent or carer, older students may be allowed off site alone.

### **Trips and visits and residential**

At Edith Kay School, we believe that our students should have the opportunity to experience a wide variety of activities that are outside of the traditional curriculum. As part of their weekly timetable many students visit several different locations. In addition to this, staff organise special trips to museums, galleries, London sites and adventure parks throughout the school year.

Prior to any of these special trips taking place, the following procedure will be followed.

- Permission will be sought from the parent or carer, in writing.
- The Headteacher will give permission for the trip to take place.
- A risk assessment form will be completed by the member of staff leading the visit.
- Agreement will be reached on the staff student ratio for the visit. This will be a minimum of one member of staff to 3 students.
- Full details of the visit will be logged with the office.
- Staff will plan the trip with the student/s and include in this a checklist for students.
- After the trip has been completed, an evaluation form will be completed by the lead member of staff. The information from this will be used to plan and modify future trips.
- A small first aid kit and a mobile phone will be taken on all trips

### **Charging Policy**

Trips that are part of the student's curriculum will usually not be charged for. However, travel to and from the venue will usually be the responsibility of the parent or carer, although in case of financial hardship, Edith Kay School will either cover the cost or request funding from the placing authority.

### **Application for the Approval of Educations Visits by Headteacher**

- The group leader should complete this form as soon as possible once the preparations are complete.
- The group leader should have already received approval of the proposed visit in principle by the Headteacher (HT) and should have regularly updated the HT on the progress of the preparations.
- The group leader should inform the school office at least 7 days prior to the visit, so that they may obtain parental consent
- When approval is given, one copy should be retained by the school office and another by the group leader.
- The HT and school office should be informed of any subsequent changes in planning, organisation, staffing.

<b>Visit to:</b>		<b>Contact Details:</b>
<b>Date &amp; Times of Visit:</b>		<b>Teachers/Group Leaders:</b>  <b>Emergencies:</b> Edith Kay School Tel:
<b>Purpose of Visit and Educational Objectives:</b>		
<b>Proposed Cost and Financial Arrangements:</b>		
<b>Transport Arrangements:</b>		
<b>Venue Details or Organising Co/Agency</b>		
<b>Accommodation to be used:</b>		
<b>Programme of Activities:</b>		
<b>Teachers in Charge, Qualifications and Experience:</b>		
<b>Adult Student Ratio:</b>		
<b>Number in Group:</b>		
<b>Age Range:</b>		
<b>Names of Students with Special Education or Medical Needs:</b>		
<b>Parental Consent Forms for All Students</b>		

**Roles and responsibilities in relation to this policy area as follows:**

**Proprietor:** Dayo Adeagbo

**Head Teacher:** Karen Dwyer-Burchill