

## The Southover Partnership Off Site Visits Policy

Date adopted	September 2014
Date Reviewed	September 2016
Next Review	September 2018 and in line with statutory guidance

**\*\* *Read in conjunction with KCSIE September 2016, Behaviour Policy and Health and Safety Policy***

This policy refers to all visits off site by all pupils. When a pupil begins tuition with The Southover Partnership 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 or the head office. In exceptional cases and only with the agreement of the parent or carer, pupils will be allowed off site alone.

### **Trips and visits and residentials**

At The Southover Partnership, we believe that our pupils 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 pupils visit several different provisions. 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 placing authority, in writing.
- Permission will be sought from the parent or carer, in writing.
- The Head Teacher will give permission for the trip to take place.
- A risk assessment form will be completed by the member of staff leading the visit. (Available from the office and intranet.)
- Agreement will be reached on the staff pupil ratio for the visit. This will be a minimum of one member of staff to 3 pupils.
- Full details of the visit will be logged with the office.
- Staff will plan the trip with the pupil and include in this a checklist for pupils.
- 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
- Any trips in the minibus will be subject to strict adherence to the mini bus policy

**Links to the forms on**

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=HSPV2&>

**Charging Policy**

Trips that are part of the pupil'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, The Southover Partnership 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 either the Deputy Headteacher (DHT) or the Headteacher (HT) and should have regularly updated the DHT/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 DHT/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> Southover Partnership Tel: 020 8446 0300
<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 Pupil Ratio:</b>		
<b>Number in Group:</b>		
<b>Age Range:</b>		
<b>Names of Pupils with Special Education or</b>		

<b>Medical Needs:</b>		
<b>Parental Consent Forms for All Students</b>		