

OFF SITE VISITS POLICY

Approved by: Dayo Okunlola	Date: 23/09/20
Date adopted	September 2020
Date for Review	September 2022

To be read in conjunction with: KCSIE 2020, Health and safety policy, Positive behaviour 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.

Trips, 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 outdoor/indoor sports 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 Heads of School.)
- 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.
- If travel is by tfl an application form will be submitted for free travel under the tfl School Party Travel scheme at least 2 weeks in advance of the trip. (Details available from STA's, HOS and school office)
- 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

Charging Policy

Trips that are part of the pupil's curriculum will usually not be charged for. Where applicable the school will apply for free travel through the tfl School Party Travel scheme. However, in some instances the cost of travel to and from the venue will 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. Parents/carers will be asked for a contribution towards the costs of the school residential activity.

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.

Visit to:		Contact Details:
Date & Times of Visit:		Teachers/Group Leaders: Emergencies: Southover Partnership Tel: 020 8446 0300
Purpose of Visit and Educational Objectives:		
Proposed Cost and Financial Arrangements:		
Transport Arrangements:		
Venue Details or Organising Co/Agency		
Accommodation to be used:		
Programme of Activities:		
Teachers in Charge, Qualifications and Experience:		
Adult Pupil Ratio:		
Number in Group:		
Age Range:		
Names of Pupils with Special Education or Medical Needs:		
Parental Consent Forms for All Students		