

St Mary's Catholic Primary School

*'providing a Christ centred setting whereby all can live out the messages of Jesus
with love, understanding and care'*

School Visits Policy

Introduction

Offsite visits are activities arranged by or on behalf of the school which take place outside of the school grounds. The governors and staff believe that offsite activities supplement and enrich the curriculum by providing experiences which would otherwise be impossible.

Purposes:

- to enhance learning and increase motivation through direct first hand experience
- to support project work
- to increase knowledge and understanding of different locations
- to develop skills of observation, recording and reporting
- to promote social skills and aspects of Citizenship
- to promote understanding of and foster respect for all members of our global community and to develop community cohesion.

Guidelines:

In this policy we seek to establish a clear and cohesion structure for the planning and evaluation of offsite visits to ensure all risks are managed and kept to a minimum for the safety and health of all pupils at all times. We seek to make our visits accessible to all.

- All visits will have at least one teacher plus sufficient adults for adequate supervision.
- All children participating in the visit must have returned a signed parental permission slip to attend
- All visits must be approved by the Headteacher at least four weeks before the visit is due.
- Any parental contributions for the visit to take place will be made explicit on the visit letter.

- The school reserves the right to exclude children from visits if their behaviour is deemed to be a risk to their own safety or the safety of others.
- Offsite risk assessments must be completed before any visit can take place.
- The teacher in charge must ensure there is a first aid kit and mobile phone available, and that all adults have a list of children they are responsible for. The teacher in charge must have a full list of children and adults and emergency contact numbers.
- In the event of unforeseen circumstances the school must be contacted as soon as possible by telephone.
- For all residential and out-of-hours activities a contact person will be nominated.
- All adults attending visits should be briefed as to the aims, objectives and risks of the visit and any activities to be undertaken.
- All adult helpers should have undertaken full, enhanced, Disclosure and Barring clearance.
- Insurance for children on school visits is purchased annually from the local authority.
- Insurance for Residential Visits is arranged by the provider and the costs are 'all inclusive'.
- Dudley MBC must be notified by completing category 2 risk assessment at least 4 weeks in advance of all Residential Visits.

Communication with Parents

The parents of children taking part in an offsite activity should be provided with all appropriate information before the visit takes place. Parents must give their permission in writing.

Missing Child

If a child goes missing from an outing where parents are not attending and responsible for their own child, the following procedures should be followed:

- Children on the outing should be told to stand with their designated leader and a head count taken to ensure no other child has gone astray.
- One member of staff should search the immediate vicinity but not beyond.
- The Headteacher should be informed and should immediately contact parents, police and Chair of Governors and make his/her way to the venue if possible.
- Staff should take remaining children back to school.
- The child's parents should make their way to the school or venue as agreed with the Headteacher.

The Investigation

The Chair of Governors should carry out a full investigation taking written statements from all staff involved. The group leader should write an incident report detailing:

- The date and time of the report
- Staff and children taking part
- Time the child was last seen
- Action taken

If the incident warrants a police investigation, all staff must cooperate fully. Social Care may be involved. The incident should be reported under RIDDOR procedures.

Monitoring and Review

The policy will be monitored by the governing body and reviewed every two years or before if necessary. All staff must be aware of this policy.

Signed _____ Chair of Governors Date _____

Signed _____ Headteacher Date _____