



## Off Site Visits Policy

***Our Ambition: To be the highest performing MAT in the country  
Our Mission: To improve the communities we serve for the better***

Written by	J Macintyre
Date for Review	Jan 2020
Approving Body	The Strategic Development Committee
Signed Chair of Trustees	

***Vision:***

*Challenging educational orthodoxies so that every child makes good progress in core subjects;  
all teachers are committed to personal improvement and fulfil their responsibilities;  
all children receive a broad and balanced curriculum;  
all academies strive to be outstanding.*

# **The FORGE Trust Off Site Visits Policy**

## **Aims**

Across the FORGE trust, we aim to maintain a caring, supportive and disciplined learning environment where children benefit from the best possible education. All staff are committed to this aim. We would like to know if you think we are not meeting your expectations, so that we have an opportunity to respond. We would also like to know your opinion on the things we do well.

## **Equal Opportunities**

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief or ability. The FORGE Trust is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment in respect of any of the protected characteristics. Indeed, it is an expectation that all people (children and adults) are treated with kindness and respect in an environment that enables them to succeed.

The FORGE Trust is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

## **Introduction**

This policy is written in conjunction with the Local Authorities Visits Policy and Guidance. It is essential that all staff within The FORGE Trust are familiar with the contents of this policy and guidance before planning visits.

## **Policy Statement**

The FORGE Trust accepts its responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledges the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

## **Statement of Safety Policy**

The FORGE Trust recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their the Trustees and Principals will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

## **Organisation and responsibilities**

Responsibility for all visits rests with the Trust Board and Principals within individual schools. The respective roles of each are outlined within the Local Authorities Visits Guidance for Children and Young People.

### **The Trust Board**

Trustees must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

The Deputy CEO / Operations Manager may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Principal.

The person named below will oversee and monitor this policy.

Mr J McIntyre (Deputy CEO / Operations Manager)
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The Principal will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

### **Principal / Head of Academy**

The Principal / Head of Academy will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to the Local Authority guidance documents and relevant regulations.

Principals / Head of Academies must authorise all visits and where applicable seek the approval of the Local Authority for Category C events.

The Principal / Head of Academy will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Principal / Head of Academy will agree, with a named Visit Coordinator (VC) for the academy, the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

### **Visit Coordinator (VC)**

Each academy within The FORGE Trust will have a named Visit Coordinator.

They will undertake duties as agreed between themselves and the Principal / Head of Academy. (Reference to common duties and responsibilities should be made contained within the Local Authorities Visits Guidance on EVOLVE).

The VC will be conversant with the Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

## **Visit Leader**

The Visit Leader should be conversant with the Local Authorities Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the VC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

## **Supervisory staff**

All staff assisting with supervision on any trip will be conversant with the Local Authorities Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

## **Arrangements**

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Academies within The FORGE Trust must use this system.

## **Category A – Locally Approved Visits**

All such events will be approved by the Principal / Head of Academy and managed in the academy by adherence to the visits guidance and school specific operating procedures.

This school's operating procedures for visits are:

All such events will be processed via the EVOLVE system, approved by the Principal / Head of Academy and managed by adherence to the Local Authority visits guidance and academy-specific operating procedures. This should be carried **at least three weeks** prior to the visit taking place (wherever possible.)

### **Category B - Service Approved Visits**

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Principal / Head of Academy and managed by adherence to the Local Authority visits guidance and academy - specific operating procedures. This should be carried **at least three weeks** prior to the visit taking place (wherever possible.)

### **Category C Service & Local Authority Approved Visits**

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Principal / Head of Academy and be delivered when the academy is in receipt of Local Authority approval.

Where the academy uses external providers for activity provision, suitable assurance must be sought by the academy to ensure that they are suitable and appropriate for use.