



**MATTHEW MOSS  
HIGH SCHOOL**  
*Learning for Life*

Policy No.: 21

Policy: School Visits

Review Date: June 2019

Policy Name: School Visits

Nominated Lead Member of Staff: EVC Co-Ordinator

Review Cycle: 2 Years

Authorisation: Headteacher

Review Date: June 2019

## **Off-Site Activities / Extended Curriculum Policy**

The information and forms in this booklet have been designed to help you in the planning of **ANY** activities that take learners off-site during and / or outside of school hours.

It is important that staff submit the Evolve / paperwork 20 days before the activity in order to process and safely assess the risk of the activity.

If you are uncertain about anything or need more detailed information (especially with regard to the production of the 'Risk Assessment') please speak with Miss B Clitheroe.

# MATTHEW MOSS HIGH SCHOOL

## Off-Site Activities / Extended Curriculum Policy

Off-site activities are those activities arranged by or under the auspices of Matthew Moss High School, which take place outside the boundaries of the school.

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences, which would be impossible within the school boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures published by R.M.B.C. (available from Bernie Clitheroe (EVC) OR by going on line to [www.rochdalevisits.org](http://www.rochdalevisits.org) and looking under 'Guidance'). All off-site activities must take place under the terms of these regulations, advice and procedures.

All off-site activities must serve an educational purpose, which is clearly related to the curriculum.

Visits will fall into two categories:

- **TYPE A -**
  - Local visits – within 30 minutes travelling time from school
  - Non adventurous
  - Non residential
- **TYPE B -**
  - Residential
  - Adventurous
  - Foreign
  - Greater than 30 minutes travelling time from school.

The type of transport used is irrelevant for the category.

Where staff are proposing to arrange an off-site activity (**Type B**) the approval of the Governors / Senior Management Team / EVC must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay or a journey by sea or air, the Senior Management Team / EVC will seek the approval of the Governing Body and the Education Department before sanctioning the activity.

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind – aims & objectives of visit, names & addresses of other schools who have used venue, assess potential areas & levels of risk,

All visits have risks associated with them and these should be considered during planning (lesson Planning / visit planning). **Type B** activities must have a 'Risk Assessment' produced and attached to the 'Evolve' form (online), bearing in mind – type of visit, location / routes & modes of transport, competence / experience & qualifications of staff, ratios of teachers & supervisors, group members age / competence / fitness / temperament & suitability to activity, special education / medical needs (inhalers / insulin etc), quality & suitability of equipment & facilities, seasonal conditions (weather & timing), emergency procedures, how to cope with unable & or unwilling learners and the need to monitor risk. The costs of a pre-visit visit may be reclaimed and should be included in the overall cost of the activity.

The costing of off-site activities should include any costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers. For more details see School Charging Policy.

The timetable for the payment of contributions should allow for financial viability of the activity in reasonable time.

Funding for off-site activities is provided by parental contributions (voluntary except in the case of residential visits). For additional funding to support 'needy' learners, please consult the school office manager or the school EVC.

No learner may be excluded from an activity (that takes place within curriculum time) because of the unwillingness or inability of the parent to make contributions.

An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to twenty children with a minimum of two adults. This is a minimum requirement, and should not automatically be taken as providing appropriate supervision.

Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts and less than 10 years old. Transport must be booked through the general office.

Where private cars are used for transport the **Party Leader** is responsible for ensuring that the insurance of each driver covers such journeys.

The parents of children taking part in:

- o **Type A** activities + parental consent will be sought at the start of each year to cover all local visits. Updated medical and contact details will be requested at this point. The **Party Leader** will send a letter to parents /carers giving details of the visit (date, time of departure/ time of return, venue, packed lunch, special clothing etc).
- o **Type B** activities –parents should be provided with appropriate information and arrangements about the activity. Completed **Parental Consent Forms**, must be obtained from the parent/guardian /carer.

A first aid kit plus 'EV7' form, should be taken on all off site visits / activities. In the case of an accident / emergency the teaching staff should in the first instance ensure the safety of all the members of the party.

The **Party Leader** must be aware of all emergency procedures, which will apply, and make all adults accompanying a party aware of them. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school :

- o **Type A** activities = the attendance office should be provided with a list of everyone, (children & adults) travelling with the party plus **destination**, staff contact mobile telephone number and departure & return times.
- o **Type B** activities = the attendance office should be provided with a list of everyone, (children & adults) travelling with the party, photocopies of 'Evolve' form and Parental Consent Forms, together with a programme / timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the **Party Leader** must take whatever steps are necessary to ensure that safety.

Prior to an activity, if it is felt that the behaviour of an individual learner is likely to compromise the safety of others or the good name of the school, the **Party Leader** should discuss with the Senior Management Team / Head of Faculty / Head of Family / EVC Coordinator about the possibility of excluding the learners from the activity / visit.

More detailed guidance on procedures and requirements can be obtained from the school E.V.C. or R.M.B.C. [Schools Service](#).

**Linked Policies:**

**Capability and Appraisal of Staff**

**Charging and Remissions**

**Behaviour and Relationships**

**Special Educational Needs**

**School Safety**

**Equality Information and Objectives**

**Staff Discipline, Conduct and Grievance**

**Allegations against Staff**

**Visitor**

**First Aid**

## Appendix 1

**EV7 Emergency Card (Visit Leader)** This 'card' must remain with the Visit Leader at all times.

**In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention,** the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management of the school.

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**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention,** the Visit Leader should adopt the following protocol:

- Assess the situation;
- Safeguard uninjured members of the group (including self);
- Attend to the casualty/ies (if applicable);
- Call emergency services (999 or appropriate number if abroad), if appropriate.

Then:

- Contact the School Emergency Contact. The School Emergency Contact will request the following information: Nature, date, time and location of incident, names of casualties and the nature of their injuries, names of others involved, the action that has been taken so far, and the action yet to be taken and by whom;
- Contact the British Consulate/Embassy if abroad;
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact;
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Write down all relevant facts and witness details and preserve any vital evidence. Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA/headteacher;
- Refer all press or media enquiries to the LA Media Officer;
- Keep receipts of any expenses incurred- insurers will require these;

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If you are unable to make contact with your School Emergency Contact(s), phone the LA School Safety Team on 01706 925060 (08.30-16.45) or the Emergency Call Out Centre on 0845 1212975 (16.45-08.30) and state:

**This is (your name) from (your school). This is an emergency, my phone number is (give a number that you can immediately be contacted back on). I require assistance.** Give brief details of the incident.

**EV8 CONTACT DETAILS**

<b>Name</b>	<b>Tel</b>	<b>Mobile</b>
<b>Visit Leader</b>		
<b>Headteacher</b>		
<b>Deputy Headteacher</b>		
<b>Chair of Governing Body</b>		
<b>Communications/Media (Mark Roberts)</b>	<b>01706 924761</b>	<b>07754 267252</b>
<b>Safety Team</b>	<b>01706 925060 (w)</b>	
<b>Emergency Call-Out Centre (16:45-08:30)</b>	<b>0845 1212975</b>	

**If during office hours contact cannot be made with the Safety Team, use one of the following:**

<b>Sandra Bowness</b>	<b>01706 925150</b>	<b>07976 059539</b>
<b>Gill Barratt</b>	<b>01706 925214</b>	<b>07527 385713</b>
<b>Abbie Walker</b>	<b>01706 925161</b>	<b>07773 034669</b>
<b>Allison Ward</b>		<b>07800 672035</b>
<b>Nancy Wilson</b>	<b>01706 925057</b>	<b>07813862785</b>
<b>Laura Beesley</b>	<b>01706 927844</b>	<b>-</b>

**EV7**

<b>Name</b>	<b>Office</b>	<b>Mobile</b>
<b>School Contact</b>		
<b>Headteacher</b>		
<b>Other</b>		
<b>Safety Team (08.30-16.45)</b>	<b>01706 925060</b>	
<b>Emergency Call Out Centre (16.45- 08.30)</b>	<b>0845 1212975</b>	
<b>Communications/Media Officer (Mark Roberts)</b>	<b>01706 924761</b>	<b>07754 267252</b>
<b>Local Emergency Services (abroad)</b>		

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