

## **External Visits Policy**

**Approval Date – October 2021**

**Review Date – October 2024**

### **Rationale**

Off-site visits/activities are arranged by or on behalf of the school, and take place outside the school grounds. The governors and teaching staff of Westfield Academy believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our students' learning experiences.

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our students.
- Provide a wider range of experiences for our students than could be provided on the school site alone.
- Promote the independence of our students as learners, and enable them to grow and develop in new learning environments.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits in order to manage and minimise risk, ensuring the health and safety of all persons at all times. Within these limits, we seek to make our visits available to all students and wherever possible to make them accessible to those with disabilities. Visits may take place in or out of school hours.

### **Roles and Responsibilities**

1.1 The Governing Body will:

- Establish this policy in consultation with the Senior Leadership Team and keep it under regular review.
- Ensure that the policy is non-discriminatory and is communicated clearly to staff and parents.
- Review the effectiveness of policy and practice.
- Delegate to the Principal approval of Category A visits.

1.2 The Headteacher will:

- Have overall responsibility for the health and safety of all persons on an external visit.
- Ensure that the school has a trained External Visits Co-ordinator (EVC).
- Delegate management of health and safety on an external visit to the EVC and Visit Leader.
- Authorise Category A visits and countersign Category B visits.
- Ensure this policy is implemented.

1.3 The External Visits Coordinator will:

- Ensure that Visit Leaders are familiar with this policy and all arrangements for both seeking approval/authorisation and detailed planning of the visit.
- Provide advice and guidance on visit health and safety matters.

- Ensure Visit Leaders provide information and paperwork to the governing body or Principal to support authorisation of visits.
- Ensure staff are competent to lead and help with visits.
- Verify that all accompanying adults have been DBS checked.
- Check and authorise EV1 and Category B online applications.
- Ensure that Visit Leaders have completed risk assessments and, where appropriate, ensure that individual safety plans and safe working practices are in place.
- Ensure the Visit Leader is aware of responsibilities regarding consent forms, first aid, contact details and emergency procedures.
- Keep records of visits and provide post-visit evaluation to aid future visits.

#### 1.4 Visit Leaders must:

- Seek and obtain initial approval of the Headteacher and Governing Body, as necessary, in advance, before any commitment is made on behalf of the school.
- Ensure that the visit or activity is planned within LA guidelines (according to category of visit) to ensure approval is granted.
- For Category A non-residential, non hazardous visits, complete EV1 application form or for Category B visits, complete EEC Safety Suite online application. <https://www.eeclive.co.uk/public/plogon.asp?aid=14>
- Carry out all relevant tasks listed in the related document – **Planning checklist for Visit Leaders**.
- Consider individual students' needs, including medical issues and, in consultation with other staff, make appropriate provision.
- Carry out all relevant risk assessments before any proposed visit or activity takes place. Existing risk assessments must be checked to ensure that they are still suitable and sufficient.
- Ensure all staff have copies of all relevant paperwork and that they fully understand their roles and responsibilities.
- Seek permission from parents/guardians of students taking part in an off-site activity and provide them with appropriate information about the intended visit. Parents/guardians must give their permission in writing before a child can be involved in any off-site activities.

#### 1.5 Staff accompanying the visit must:

- Be aware of all health and safety and organisational matters relating to the visit.
- Be aware of any individual student needs.
- Support the Visit Leader.

### Related Documents

#### Appendices

1. Planning a Visit or Activity.
2. The Visit Leader – Roles and Responsibilities.
3. Planning checklist for Visit Leader.
4. Classification of External Visits.

#### Monitoring

This policy and its implementation will be monitored by the Assistant Principal (Business) and the Governors Business Sub Committee using the following evidence:

- Presentation from members of staff leading Category B visits.
- Summary report of Category A visit.

#### Responsible

- Business Manager