

## Offsite Visits Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Rationale:

Off-site visits enables The Green Room pupils to learn through participation and to develop inter personal skills, gain self esteem, life skills, to recognise potential in themselves, and to challenge and support each other outside the school in support of their curricular and life needs.

This Policy should be read in conjunction with advice from [www.hse.gov.uk](http://www.hse.gov.uk) - School Trips & Outdoor Learning Activities, RBWM and Surrey Guidelines and Proposal Forms.

Educational Visits Co-ordinator (EVC):  
GRW & GR6 - Richard Allen  
GRK - Danielle Haxby

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		October 2016	3	October 2017
		January 2018	4	January 2019
		January 2019	5	January 2020
		October 2020	6	October 2021

## Roles and Responsibilities:

All off-site activities, need permission from the relevant Educational Visits Co-ordinator. Where appropriate the EVC will liaise with the Off-Site Advisor at the Local Authority.

Trip leaders must have:

- Overall responsibility for the group
- Responsibility for agreeing a meeting point
- 0A4 forms and consent forms on each trip for each student
- Responsibility for delegating supervisory responsibilities to other staff
- Responsibility for head counts
- Responsibility for monitoring students at regular intervals
- Responsibility for ensuring that lines of communication between the school, staff and pupils remain open at all times
- Responsibility for ongoing risk assessment during the visit
- Determine the level of first aid that may be required and nominate a trained First Aider to have this responsibility

In the event of an emergency the Head of School and/or the EVC will follow the Emergency Procedure (written below) for an Off-Site Visit to inform parents and RBWM.

## Aims and Objectives:

- To ensure that risks to Health & Safety are mitigated to a level commensurate with the nature of the activity involved in any visits
- To ensure that all visits serve an educational/social educational purpose that is closely related to the relevant curriculum area
- To ensure that all students are offered the opportunity to take part in off-site visits and that reasonable adjustments are made for any student with Special Educational Needs
- To ensure that students' education is enriched by taking part in appropriate school visits

## Implementation:

- All visits are governed by the regulations and guidelines agreed by the relevant school borough and are co-ordinated in school by an Educational Visits Co-ordinator (EVC). Please see relevant borough's Offsite Activities Policy for further advice.
- Staff should ensure that the Proposal Forms are completed and cognisance given to the information and procedures contained within it. ( See Appendix 1)
- All visits should undergo a risk assessment procedure in accordance with the details outlined in the Off-Site Visits Guidance Notes. (See Risk Assessment Folder in the school office)
- All staff accompanying a school trip must have Enhanced DBS clearance.
- There is always a qualified first aider on any off-site trip
- Parents of those taking part in the trip should be provided with information about the intended visit and must give permission in writing before their child can be involved.

## Evaluation:

Evaluation Forms are completed after each visit to review value, worth and procedures associated with the visit to ensure that any problems encountered do not recur. (See Appendix 2)

## Review:

The EVC will review and update the Policy and staff will be informed of any subsequent amendments to the borough regulations and guidelines as they occur, and at the beginning of each school year at the annual update training sessions led by the EVC.

## Off-Site Emergency Procedure:

If it is an accident related emergency -

- Designated First Aider to evaluate situation and call 999 (or appropriate first-aider at the facility) and remain with pupil
- Then advise Head of School of action taken
- Head of School to inform parent/guardian

If the emergency relates to a student in difficulty (student running away, getting lost etc.)

- The Trip Leader to head to the agreed meeting point
- The Trip Leader to call pupils mobile if applicable
- The trip leader to contact the Head of School
- Head of School to contact parent
- Call 999 if relevant
- Follow missing pupil procedure if relevant

## Behaviour

Pupils are expected to follow The Green Room's rules at all times and be aware that they are representing The Green Room.

## Trips during Covid 19 Pandemic

All government guidelines in relation to the pandemic must be followed and the safety rules of the trip venue must be followed at all times, for example wearing a face mask, using hand sanitiser and keeping a 2m distance. Staff must be aware of the relevant guidelines and prepare as necessary before the trip.

This policy is approved by the Co-CEO of The Green Room Foundation

Date: \_\_\_\_\_

Co-CEO: \_\_\_\_\_

Appendix 1  
The Green Room School  
Off-Site Educational Visit - Trip Proposal Form

Today's Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Destination: \_\_\_\_\_

Desired Date of Trip: \_\_\_\_\_

Funding Request:

Cost of student admission: \_\_\_\_\_

Other expenses: \_\_\_\_\_

Total proposed cost: \_\_\_\_\_

Proposed Length of Trip: \_\_\_\_\_

Programme: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly Describe the Trip (objectives, academic & life skills):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Pupils on trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trip Leader: \_\_\_\_\_

Other Staff: \_\_\_\_\_

Outside Organisations Used \_\_\_\_\_

Risk Assessment required: \_\_\_\_\_

Form to be submitted to the Educational Visits Co-Ordinator

(EVC), Richard Allen, Head of School, richard@thegreenroomschool.com

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 2  
Visit Evaluation Form (To be Completed on Return)

Place of Visit	
Date Visited	
<b>Were the learning outcomes / benefits achieved?</b>	<b>Evidence:</b>
<b>Did both students and accompanying adults enjoy the visit?</b>	
<b>What went well?</b>	
<b>What didn't go as well as expected?</b>	
<b>What would you do differently? (if anything)</b>	
<b>Do any of the risk management procedures need changing?</b>	<b>Indicate which and what needs altering</b>