Hucknall Flying High Academy

Safeguarding Children on Off-Site Visits Policy

"Make Every Day Count"

We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future

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Signed (Headteacher)	
Signed (Chair of Governors)	

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Safeguarding Children on Off-Site Visits Policy

1	**Introduction**
1.1	The Safeguarding of Children on Off-Site Visits Policy reflects the vision and values of the school. The Governors, Headteacher and school staff fully recognise that the participation of children in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Governors and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of all participants while travelling to, and engaged in, activities away from school whether provided school or a contracted provider. .
1.2	The Governors and Head Teacher of Hucknall Flying High Academy accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure participants are kept safe whilst on visits and journeys away from their normal place of attendance.
1.3	This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance. As part of annual training and induction training for new staff, information in relation to Nottinghamshire County Council's Visits Policy and Guidance will be provided.
1.4	The school uses EVOLVE to support relevant planning, including risk assessments of the relevant off-site visits.
2.	**Aims of this Policy**
2.1	**This policy aims to:** o identify the roles and responsibilities and procedures which will be followed when off-site visits are being arranged, to ensure they are well planned, appropriately risk assessed and lead to pupils and staff being safe during these activities o Identify the roles and responsibilities during off-site visits, including seeking of further assistance if required, to ensure off-site visits take place safely and children are safe o Identify procedures which will be followed when issues arise, to ensure any potential risks are avoided
3.	**School Charter and Values**
3.1	***Our School Charter*** All pupils in school are expected to: o Move in an orderly manner around school – walk quietly down the left-hand side of the corridor. o Show respect for people – be polite and caring. o Show respect for property – look after things. o Demonstrate appropriate levels of concentration and self-awareness – allow others to work without disturbing them. o Take responsibility for their own actions and try to control their feelings while not being afraid to seek help – work consistently, always giving their best. o Cooperate with others – take turns, share and listen and respond to the teacher's voice and team stop signal.

	○ Be polite, considerate and caring – to adults and children. ○ Set themselves goals and work hard to achieve them.
3.2	***School Values*** At Hucknall Flying High Academy we aim for our pupils to become independent learners, motivated by their natural curiosity. We want them to enjoy life and be happy. We aim to achieve this through embedding our School Values, which link the Trust Values: ○ To be happy ○ To be kind ○ To be safe ○ To work as a team ○ To be proud and have high aspirations ○ To be honest ○ To be resilient
3.3	***Trust Values*** ○ Aspiration ○ Confidence ○ Creativity ○ Enjoyment ○ Perseverance ○ Pride ○ Responsibility
4.	**Roles and Responsibilities**
4.1	***Organisation and responsibilities:*** Responsibility for all visits rest with the Governing Body and Headteacher of Hucknall Flying High Academy, and these responsibilities are identified below: The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.
4.2	***Governing Body*** ○ Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place. ○ In order to ensure this Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.
4.3	***Head Teacher*** ○ The Headteacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations. ○ The Headteacher must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events (refer to section x below) ○ The Headteacher will be responsible for confirming the qualifications, training records and experience of the Visit 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 Headteacher will agree, with the Visit Co-ordinator, who initially will be the School Business Manager, the duties delegated to the Visits Co-ordinator, and in their absence will fulfil these responsibilities
4.4	***Visit Co-ordinator (VC)*** The School Visits Coordinator will undertake duties as agreed between themselves and the Headteacher, but will normally be checking the documentation is fully recorded and provided for the relevant people, including the Group Leader. The VC will be conversant with Nottinghamshire County Council's 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).
4.5	***Visit Leader*** ○ The Visit Leader should be conversant with Nottinghamshire County Council's 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.
4.6	***Supervisory Staff*** ○ All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's 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 feed back information to the Visit Leader to enable a full review of the trip to be completed.
5	**Making Arrangements for Off-Site Visits**
5.1	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. Hucknall Flying High Academy will use the EVOLVE system.
5.2	**Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:**

5.3	The 3 categories are: ○ Category A – Locally Approved Visits ○ Category B – Service Approved Visits ○ Category C – Service and Local Authority Approved Visits
5.4	***Category A – Locally Approved Visits*** All such events will be approved by the Headteacher and managed in school by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People and school specific operating procedures.
5.5	To ensure the school has permission from parents for their children to engage in such activities parent consent is gathered when the child enters the school. This asked for their permission in relation to two aspects of off-site visits: 1. I give permission for my child to go on supervised visits in the local area provided I have been informed beforehand by the school YES/ NO 2. I give permission for my child to be taken on school visits and recognised school activities eg inter-school sporting fixtures, both during and after school hours, in a coach or minibus or staff member's car, provided the school has informed me beforehand and that the member of staff is fully insured YES/ NO It also states that "it is understood that this consent will be used throughout a child's education whilst at Hucknall Flying High Academy and parents/ carers agree to inform the school if any of the details or their consent changes".
5.6	Letters are sent out prior to all activities informing parents/carers of dates and times.
5.7	***Category B - Service Approved Visits*** Visits which do not normally form part of your regular work, such as all day excursions or trips are classed as Category B – Service Approved Visits. All such events will be processed via the EVOLVE system, approved by the Headteacher and Governing Body (in line with delegated responsibilities) and managed by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People, using the most up to date Local Authority Generic Risk Assessments and school-specific operating procedures.
5.8	Letters are sent out prior to all activities informing parents/carers of dates and times. Parental consent is specifically requested for their child to take part in the activity and an emergency contact number is also obtained. Where consent is not provided, either because a NO return has been provided or a consent form has not been received, then the relevant child will not take part in the off-site activity/ visit.
5.9	***Category C- Service and Local Authority Approved Visits*** Residential visits, visits requiring specific competency to deliver or those with more hazardous events are classed as Category C – Service and Local Authority Approved Visits. All such events will be processed via the EVOLVE system, approved by the Headteacher and be delivered when school is in receipt of Local Authority approval.
5.10	More detailed Category C consent forms are obtained for all children attending this type of visit and pupils are not able to take part unless this Consent form has been received prior to the Residential visit or hazardous activity taking place.

5.11	Where the school uses external providers for activity provision, suitable assurance must be sought by school through the completion of a Nottinghamshire County Council Provider Assurance to ensure that they are suitable and appropriate for use.
6.	**Additional Support**
6.1	In planning the off-site visit Hucknall Flying High Academy will ensure that appropriate support arrangements or cover arrangements are in place in the case of an accident, a pupil or member of staff becoming ill, or in-appropriate behaviour leading to either the pupil or the staff member needing to return.
6.2	All staff are aware that they have the power to discipline pupils for misbehaving outside the school premises. This may include inappropriate behaviour or bullying incidents occurring anywhere off the school premises, including during off-site visits. School staff are also aware that they can impose a disciplinary sanction when the pupil is under the lawful control of school staff, while on a school trip or similar, even though the pupil is not on the school premises at this time.
7.	**Monitoring Off-Site Visits**
7.1	The school will carry out an evaluation of Category 3 Off-site visits to identify the effectiveness of the visit, including any planning arrangements which can be improved.
7.2	The school will monitor the impact and benefits of all Category 2 and 3 Off-site visits to support with future planning.
8.	**Links with Other Policies**
8.1	This policy links with: o Safeguarding and Child Protection Policy o Behaviour o Anti-Bullying Policy o Risk Assessment Policy o Home School Agreement o Curriculum Policy