

OFF SITE VISITS POLICY

Approved by: Board of TRUSTEES	Date:
Date adopted:	
Date for Review:	

To be read in conjunction with: KCSIE 2022, Health and safety policy, Positive behaviour policy.

This policy refers to all visits off site by all pupils. When a pupil begins tuition with The Southover Partnership the parent or carer is asked to sign a form agreeing that their child may leave the premises, escorted by a member of staff. Such excursions might include a trip to the local library, café or the head office.

Trips, visits and residentials

At The Southover Partnership, we believe that our pupils should have the opportunity to experience a wide variety of activities that are outside of the traditional curriculum. As part of their weekly timetable many pupils visit several different provisions. In addition to this, staff organise special trips to museums, galleries, London sites and outdoor/indoor sports throughout the school year.

Prior to any of these special trips taking place, the following procedure will be followed.

- Permission will be sought from the placing authority, in writing, where appropriate
- The Head of School will give permission for the trip to take place.
- Permission will be sought from the parent or carer, in writing.
- A risk assessment form will be completed by the member of staff leading the visit. (Available from the office and Heads of School).
- Agreement will be reached on the staff pupil ratio for the visit. This will be a minimum of one member of staff to 3 pupils - for the first 3 students you will need 2 staff members, and thereafter one per 3 pupils.
- Full details of the visit will be logged with the office.
- Staff can the plan the trip with the pupils
- If travel is by TFL an application form will be submitted for free travel under the TFL School Party Travel scheme at least 2 weeks in advance of the trip. (Details available from STA's, HOS and school office)
- After the trip has been completed, an evaluation form will be completed by the lead member of staff. The information from this will be used to plan and modify future trips.
- A small first aid kit and a mobile phone will be taken on all trips
- A first aider must be on the trip, if the child has medical needs (must not be the mini-bus driver). It is good practise to have first aider on every trip
- Children must carry their own Epi-pens and inhalers, where suitable
- Any trips in the minibus will be subject to strict adherence to the minibus policy

Charging Policy

Trips that are part of the pupil's curriculum will usually not be charged for. Where applicable, the school will apply for free travel through the TFL School Party Travel scheme. However, in some instances the cost of travel to and from the venue will be the responsibility of the parent or carer, although in case of financial hardship, The Southover Partnership will either cover the cost or request funding from the placing authority. Parents/carers will be asked for a contribution towards the costs of the school residential activity.

Application for the Approval of Educational Visits by Headteacher

- The group leader should complete this form as soon as the trip has been agreed upon by the Head of School
- The group leader should have already received approval of the proposed visit in principle by the Head of School and should have regularly updated the Head of School on the progress of the preparations.
- The group leader should inform the school office at least 14 days prior to the visit, so that they may obtain parental consent (less than 14 days, at Head of School discretion).
- When approval is given, one copy should be retained by the school office and another by the group leader.
- Head of School and school office should be informed of any subsequent changes in planning, organisation, staffing.

Travel / Trips Risk Assessment (To be completed by trip lead)

Visit to:		Contact Details:
Date & Times of Visit:		Teachers/Group Leaders: Emergencies: Southover Partnership Tel: 020 8446 0300
Purpose of Visit and Educational Objectives:		
Proposed Cost and Financial Arrangements:		
Transport Arrangements:		
Venue Details or Organising Co/Agency		
Accommodation to be used:		
Programme of Activities:		
Teachers in Charge		
Adult Pupil Ratio:		
Number in Group:		
Age Range:		
Names of Pupils:		
Medical Needs:		
Trip agreed?		
YES NO		
Parental Consent Forms for All Students		

School Trip Evaluation Form

Lead Teacher:	Class / Subject:
Trip Date:	Destination:
Trip Rationale:	

On a Scale of 0-10 (1 being minimal to 10 being outstanding), rate how well the targeted learning objectives were achieved by this trip.											
0	1	2	3	4	5	6	7	8	9	10	
Comments:											
Would You Recommend this Trip for Students in the Future?											
YES						NO					
Comments:											
Are there any changes that should be made to this trip's itinerary in the future?											
Please sign and return to your Head of School											
Sign:						Date:					