



**ARCO ACADEMY**

**ALTERNATIVE PROVISION**

**Educational Visits Policy**



## 1. Introduction

Offsite activities and educational visits can greatly enhance the education and development of all Arco Academy Alternative Provision pupils. Curriculum visits can be beneficial in developing relationships, enhancing self-esteem and having an awareness of a respect for others whilst exploring the local community.

Ensuring the welfare of children on offsite activities is as important as ensuring health and safety and must be considered at all times. Working together to safeguard children (HM Government April 2006) states that “all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.”

- All staff working at Arco Academy Alternative Provision are fully DBS checked and all records held centrally.
- All Arco Academy Alternative Provision visits are planned in accordance with Arco Academy Alternative Provision outdoor education guidelines.
- All staff have statutory safeguarding and child protection training updates and are aware of the school policy procedures when safeguarding students on or off the school site.
- Lisa Miller is the school designated Child Protection Officer.
- When on offsite visits, the trip lead teacher has overall responsibility for leading and supervising the trip with teaching assistants being assigned specific supervisory roles.
- All safeguarding arrangements are reviewed regularly.

## 2. Offsite visits.

Arco Academy Alternative Provision offsite activities range from visits to local parks and sports venues for specialist PE input (e.g. swimming lessons, gym activities table-tennis, Museums, Places of Worship, Science Centre's, and the full use of our local environment to support a cross curricula approach to topic work. This wide range of curriculum enhancement falls into the categories of both hazardous and non-hazardous activity.

When booking an offsite visit, teachers initially identify an appropriate offsite visit in their termly planning. Requirements are discussed and assessed with all new venues being pre-visited prior to the actual visit date by a member of staff. Once risk assessed thoroughly with the venues own risk assessment studied and attached if available, teachers complete a Arco Academy Alternative Provision Risk Assessment and a Pupil Description sheet these forms detail the students, a description, the date and times of the visit and any medical info relevant.

When leaving the school building, these forms after being approved by the relevant line manager are kept with office staff for the duration of the visit and all bodies signed out of the building.

- If the trip is designated as "Hazardous or Adventurous" by Arco Academy Alternative Provision it must be logged then approved
- All visit information and risk assessments are held centrally on the school network and can be accessed easily by all staff.
- All Arco Academy Alternative Provision offsite visits have staffing ratios higher than the Local Authority recommended minimum for all age pupils. All staff have a very good knowledge of individual pupils and their needs.
- Risk assessments for both weekly and one off visits are shared prior to the start of any trip and ongoing visits reviewed on a regular basis.
- A mobile phone must be carried by the lead teacher at all times.
- Parental consent for curriculum visits is updated annually, with specific consent forms sent home regarding hazardous or residential visits.
- For use of school vehicles, all staff undertake a 3 yearly driving test with school minibuses being checked before use. Individual drivers take responsibility for completing their own vehicle check before commencing a journey with any defects reported and logged centrally.

### **3. Hazardous activities**

Arco Academy Alternative Provision students are currently involved in the following hazardous activities. These do vary each term depending on student groups and topics studied.

- Fitness School
- Sports visits
- Work Experience

### **4. Emergency Procedures**

All offsite visit leaders carry a copy of Pupil Description sheet and emergency medications. When required, all staff carry a mobile phone with a contact list of all other staff in attendance.

The school office is manned throughout the day if emergency contact needs to be made.

Any off site visits falling outside of school hours will always have a designated member of staff as an emergency contact and parents are informed of any delay or incident immediately.

National Documents: Working together to safeguard children (HM Government April 2006)

School documents: ARCO Risk Assessment and a Pupil Description sheet