

Policy Title:	Off-site and Residential Activities Policy
Policy Reference:	
Function:	For Information and Guidance. These procedures cover instances where students and staff leave the Academy premises during the school day.
Status:	Recommended
Audience:	Parents, Governors, Principal, Teachers, Support Staff, DCSF
Ownership / Implementation:	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Version:	V1.0
Issued for:	
Date for Review:	2010

THE OXFORD ACADEMY

The Oxford Academy is a learning environment at the heart of its community. We promote care and respect, and expect high standards in all aspects of Academy life.

We aim to build a community clearly based on a Christian ethos, recognising the integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution and protect the vulnerable. We are committed to justice and compassion. Mutual respect and trust are central within the Academy.

Our vision for The Oxford Academy is based on the following beliefs:

- Education matters in society: the provision of a well ordered, stimulating learning environment is a common right for all our children.
- The Academy should articulate social and moral values and respect for others, irrespective of their class, sex, race or religion.
- The Academy will promote the highest achievement in youngsters, irrespective of their abilities or self-expectations. Competition and collaboration are both equally important to learning. The aspirations of all our students will be nurtured.
- The Academy will celebrate students' achievements and challenge fixed notions of ability. We will value and reward young people's verbal, practical, academic, sporting, artistic and leadership skills.
- An effective and flourishing Academy should be 'public' rather than 'private', explaining to parents what is being taught and how the curriculum is being interpreted. It should be open to praise and constructive feedback in a genuine spirit of partnership.
- An effective Academy should work closely with neighbouring schools to improve opportunities for children and young people.
- The work of the Academy will be underpinned at all times by its ultimate aim – to improve standards, achievement and the life chances of young people. The Oxford Academy is to be, first and foremost, a place of high quality learning and teaching for young people aged 11-19.

This policy, and its associated procedures and protocols, is based on these key principles.

THE OXFORD ACADEMY

Off-Site and Residential Activities Policy

1. Introduction

- 1.1 These procedures cover instances where students and staff leave the Academy premises during the school day. Throughout this procedure, the term “parent” means all those having a parental responsibility for a child. The Academy recognises that Academy trips and residential experiences are a valuable part of a young person’s education. All students should be given the opportunity to participate in a trip or residential experience on at least an annual basis, although it is recognised that not all students will take such an opportunity.

2 Educational Visits

- 2.1 The DfES has published extensive guidance about health and safety on educational visits. The Academy has adopted that guidance rather than seeking to paraphrase it. The guidance is to be found at www.teachernet.gov.uk/visits/

The guidance takes the form of a main guide entitled “Health & Safety of Pupils on Educational Visits” (1998) and three supplements published in 2002:

- i Standards for LEAs in Overseeing Educational Visits
- ii Standards for Adventure
- iii Handbook for Group Leaders

- 2.2 The Principal shall designate a member of staff to act as the Educational Visits Co-ordinator (EVC). The guidance sets out the responsibilities of the EVC. It is also the responsibility of the EVC to ensure that Governors and staff are advised of their responsibilities within the guidance. Compliance with the guidance is, however, a line management responsibility. It is the responsibility of the staff planning the trip to consider all aspects of student safeguarding and welfare. The Safeguarding and Student Welfare Policy sets out the details further.

2.3 Purpose:

- To extend students’ learning experiences to educational resources beyond the Academy
- To experience different forms of teaching and learning
- To foster personal and social development
- To enhance peer and teacher/peer relationships
- To develop enthusiasm for exploration and discovery
- To broaden personal horizons and awareness of educational opportunities

- To enjoy the learning experience

2.4 Guidelines

- Approval for any visit must be given by the Principal via the pro-forma for educational visits.
- Staff must ensure in advance of the visit that the venue and activity are fit for the learning purpose and that any external personnel are suitably competent. A preliminary visit should, wherever practicable, be undertaken.
- All visits and journeys must be under the supervision of at least one qualified member of the teaching staff.
- Staffing levels for educational visits must be approved by the Principal.
- Residential visits of mixed gender groups must be accompanied by both male and female responsible adults. Whenever possible, this principle should also be applied to non-residential visits.
- Visit organisers must ensure that adequate insurance cover exists for the intended activity in accordance with Oxfordshire County Council Children's Services regulations. This should be done by checking with the Finance Director. The Finance Director will also advise on appropriate insurance.
- Visits to enhance National Curriculum learning should be equally accessible to students in accordance with the current legislation and the Academy's charging policy.
- Staff are responsible for ensuring that suitable curriculum support materials, where appropriate, are available to maximise the learning opportunities.
- Full details of the visit(s), outlining times, venue(s), mode of transport, costs, supervision arrangements, function of visit and domestic arrangements must be sent in writing to parents (see appendix for model letter).
- Parental consent must be given in writing for any intended visit, together with emergency contact information. In the case of regular sporting fixtures general written consent is acceptable. However, full details of fixtures, i.e. venues, times and participating students must be lodged with the office upon departure.
- Visit organisers must ensure that parental consent forms are taken on the visit in the event of an emergency. Where the party is divided into different groups, i.e. for travelling, group leaders should hold consent forms for their group.
- Visit organisers are responsible for ensuring that the link member of staff at the Academy has up to date, accurate and full details of the arrangements.

- Staff leading educational visits are responsible for ensuring that details of financial transactions are recorded and that any monies collected are stored securely, even if the money is collected by admin staff. This should preferably be in the Academy safe, lodged with the Finance Director. Money should not be left in classrooms.
- All financial transactions must be made through the Academy funds via the Finance Director.
- On all journeys where the Academy minibus is used to transport students, the driver shall be a fully insured employee of the Academy. The driver is responsible for carrying out preliminary safety checks, as outlined in the minibus logbook, prior to commencing a journey.
- Where long journeys are planned using the Academy minibus, a second driver should accompany the visit.
- On no account must the number of persons transported exceed the seating capacity of the vehicle.
- The visit organiser must ensure that he/she takes a fully charged mobile telephone to use in the event of any emergency. The Academy's mobile telephone for use on educational visits is available for booking with the Finance Director.
- Immediately prior to departure from the Academy, a final accurate list of staff and students participating in the visit shall be handed to the Academy office to be stored in the educational visits file.
- Staff leading educational visits must ensure that they have made the necessary arrangements according to the visits pro-forma checklist and lodged a copy of the checklist with the Academy office.
- Visit organisers should be aware that it may be necessary for any additional adults accompanying the visit to be police checked. Clarification from the Principal should be sought at an initial stage of planning.

Further copies for staff information should be displayed in the staffroom.

3 Daily procedures for students

Students at Key Stages 3 and 4

- 3.1 This procedure is to be followed when parents request leave from the premises for their child:
- i If any parent wishes to take their child out of the Academy during the day, they must write a letter of their intention to do so explaining the reason for the request. The letter should be dated and signed by the parent and submitted,

as far as is practicable, at least 24 hours in advance to the child's Personal Tutor. An appointments card should accompany medical appointments from the medical practice where the appointment has been made.

- ii The tutor should sign and date the letter and return it to the student. If the tutor does not think that permission should be granted or wishes to qualify any aspect of the written request, the tutor should contact the parent. Further discussion may also be required with the appropriate senior manager.
- lii The student should show the signed letter to the teacher whose teaching session they will be leaving. The teacher concerned should counter-sign the letter, granting permission to leave the lesson.
- iv The student should then report to the reception with the letter, hand it in to the receptionist where the letter will be filed. The receptionist will then sign the student out and give a permission slip to the student. The student should then only leave the premises when the parent collects them in person from reception.

3.2 In cases of emergency, a parent may contact the Academy by telephone to arrange to take their child out. The appropriate senior manager and the student's Personal Tutor must be informed. The student must then follow the signing-out procedure.

3.3 When students arrive or return to the Academy during the day, they should be accompanied by a parent who should report to reception and sign their child in. The receptionist will complete a Signing-In slip to notify the student's Personal Tutor. The student should then proceed immediately to their lesson.

Sixth Form Students

3.4 Sixth form students may request to be signed out on business or for personal reasons. These requests should be made directly to the appropriate senior manager who will consider authorisation of a Sixth Form Signing-Out Slip. The student should then report to reception, hand over the authorised Sixth Form Signing-Out Slip and sign out.

3.5 Teachers wishing to sign out a sixth form student for educational purposes during curriculum time should complete a Sixth Form Signing-Out Slip and gain approval from the appropriate senior manager. The student should then report to reception, hand over the authorised Sixth Form Signing-Out Slip and sign out.

3.6 When sixth form students arrive or return to the Academy during the day, they should report to reception and sign in.

4 Daily procedures for staff

4.1 Staff wishing to leave the Academy during the day must sign the Signing-Out book in reception on departure.

4.2 On return or arrival during the day, staff must sign the Signing-In book.

5 Monitoring, Evaluation and Review

5.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

References

“Health & Safety of Pupils on Educational Visits”, DfEE (1998)
Supplements published in 2002:

- i Standards for LEAs in Overseeing Educational Visits
- ii Standards for Adventure
- iii Handbook for Group Leaders