

Offsite Events and Visits

At Rachel Madocks School we believe that safely managed educational visits and off-site activities with a clear purpose are an essential part of a broad and balanced curriculum. They provide an opportunity to extend student's learning and enrich their appreciation and understanding of themselves, others and the world around them. It is a priority of the school that all visits and off-site activities are safe, well-managed and educationally beneficial and it is to this end that we must assess and manage the risks involved.

Our offsite visits are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance. The school follows the guidelines set by Hampshire County Council principally through the documents *Off-site Activity and Educational Visits* and *Safety in Adventurous Activity*. All offsite visits are risk assessed and overseen by the Educational Visits Coordinator (EVC) within school.

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school site.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the educational aims of the school.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Regular nearby visits (leisure centres, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular classes
- Sports teams
- Residential visits

Approval Procedure and Consent

Both the Assistant Headteacher, Alison Francis, and Department Manager, Rachel Grimshaw are qualified to be Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities and has nominated the Headteacher and EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents/carers, the Headteacher and the EVC must approve the initial plan. Governors will be made aware of visits through scheduled agenda items at Governors meetings. Visits that include activities near water, will require approval by the Local Authority and will be managed by the EVC or Headteacher.

For every educational visit a Risk Assessment form is completed by the Group Leader outlining destination, staff/pupil ratio, medical conditions of students and those on behaviour plans, these are kept by the EVC.

For any visit parents/carers will be asked to sign a letter, which consents to their son/daughter taking part. A medical form detailing medical conditions and current medication is required for visits outside school hours or overnight residentials. An annual consent for local area offsite visits is signed by parents and carers.