

Off-site Visits and Off-site Safety Management

Why conduct visits of-campus?

St Edmund's College Summer School recognises that off-site school visits provide essential opportunities for learning and enjoyment. We understand that these experiences are ideal for stimulating whole child development including language development in a pleasurable and memorable way. The summer school therefore invests a large percentage of its time and expenditure in off-site visits.

Who authorises the educational visits on summer school?

The Headmaster delegates responsibility to the Director of the Summer School to authorise educational and recreational visits off-campus during summer school. Therefore, only visits approved by the Director may take place. The Director ensures that the Educational Visits Coordinator has appropriate training and experience, that there is detailed planning and briefing of staff and pupils and that best practice is followed.

Who gives permission for my child to go on visits off campus?

Permission to go on visits off-campus is given by the parents when they sign the terms and conditions enrolling their child for summer school. Their signatures confirm that they give their consent for their child to participate in the programme of visits and activities.

What types of visits are included in the programme?

We include visits which are appropriate to the child's age and which give a balanced experience during their course. Visits may include: art galleries, castles, towers, bridges, dungeons, cinemas, museums, theatres, the seaside, river boat trips, law courts, the Houses of Parliament, stately homes, villages, towns and cities, theme parks and leisure activities such as bowling, paintballing and ice skating. We constantly add new venues and gather feedback from students and staff to plan for the future.

What is the purpose and value of off-site visits?

Educational visits provide an excellent opportunity to enhance learning and enjoyment. They give our students a unique experience that they cannot get at home. Off-site visits:

- provide real-world experiences that students cannot get inside the classroom.
- provide occasion for real social interactions and an opportunity to learn more about the world in which we live
- help to raise achievement by boosting self-esteem & motivation
- offer the opportunity to develop key skills such as communication and working cooperatively
- help to develop social education and citizenship, treating others with tolerance and respect as well as an opportunity to recognise and learn different cultural good manners and behaviours
- help to promote education for sustainable development, promoting a lifelong enjoyment in finding out about the world around us; culture, history, music, art

- give children the opportunity to learn to take responsibility for the world around them by managing their rubbish for example
- promote health and fitness because children are active, walking between venues and exploring the places they visit
- offer an opportunity for recreation and meaningful social experiences where students communicate in English
- Encourage children to experience a sense of awe and wonder at the world around them Every new experience brings the opportunity to learn something new or show appreciation

What do school leaders and teachers do to ensure the safety of off-site visits?

Every staff leader will:

1. Consult the itinerary
2. Consult the risk assessment for the activity you will lead
3. Ask for advice or raise any concerns with your line manager or EVC in good time [EVC – Educational Visits Co-ordinator, Caroline Edmunds]
4. Read and accept the risk assessment. Report any concerns to the EVC
5. Meet and brief the students
6. Check the attendance register
7. Check students have ID cards and are suitably clothed
8. Check through normal procedures
9. Check through Emergency procedures
10. Report any absences before departing
11. On return report any causes for concern to the EVC or with any member of the management team if the EVC is not available
12. Fill in and sign the Post Excursion Evaluation Form and return to the EVC.

What are your normal procedures during off-site visits?

- There is always one additional staff leader for emergencies and back up.
- There will be a minimum ratio of 1 staff leader per 12 students aged 9-11 years.
- There will be a minimum ratio of 1 staff leader per 14 students aged 12-15 years.
- There will be a minimum ratio of 1 staff leader per 16 students aged 16-17 years.
- Children 9-11 will be with a member of staff at all times.
- Students must never be in groups of less than three. However four is the optimum number and students should be in groups of four wherever possible.

What are your procedures if there is an emergency during a visit off-campus?

The staff leader will:

- assess the situation

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- make sure the group is safe
- deal with the emergency/situation
- call the emergency services if necessary [999]
- report to and/or get help via the Helpline 078 999 01 999
- report to and/or get help via the College infirmary 01920 824234
- contact the parents of any children affected.