

## Off Site Visits Policy – Appendix 3

### Process for taking pupils off site for a supervised activity

This document will outline the process for staff taking pupils off site for a short activity where pupils are supervised by a member staff.

The types of activities that this may include are:

- Routine sporting fixtures
- Visiting another school or college in the local area (Southampton, Eastleigh, Fareham, Winchester, Brockenhurst and Portsmouth)
- Walking or driving a pupil to a destination in the local area
- Any other visit that does not constitute an 'off site visit' as outlined in the Off-Site Visits Policy

#### **Process:**

1. Staff should gain SLT approval for the supervised activity, this should be via email.
2. The Leader of the supervised activity should complete a risk assessment and pass this to the Educational Visits Coordinator for approval.
3. The member of staff should record the supervised activity on Arbor and email parents to seek parental consent. Only pupils where parental consent has been obtained should take part in a supervised activity.
4. The member of staff should email the following information to:  
[attendance@toynbee.hants.sch.uk](mailto:attendance@toynbee.hants.sch.uk)
  - a. The list of Pupils
  - b. Destination
  - c. Date and time of departure and return
5. The member of staff should email all staff the day before the supervised activity, informing them of the visit, the time and the pupils that will be missing from lessons on that day.
6. The Attendance Officer will update Arbor to show the pupils that will be missing.
7. On the day of the supervised activity, the member of staff will register the pupils that are going off site using Arbor and will email [attendance@toynbee.hants.sch.uk](mailto:attendance@toynbee.hants.sch.uk) confirming the pupils that will be going off site.
8. The member of staff leading the supervised activity must ensure they have access to a mobile phone while taking the pupils off site, if necessary collecting the 'Trip Phone' from the Educational Visits Coordinator.
9. The member of staff will sign out on reception, leaving their contact details in case of emergency.

**Parental Consent:**

1. All Staff taking pupils off site for a supervised activity must have obtained parental consent.  
This can be obtained through the following means:
  - a. Via Arbor
  - b. An email from parents giving consent to take their child off site for a supervised activity.
  - c. A signed letter from a parent giving consent to take their child off site for a supervised activity.
2. Telephone calls are not deemed an acceptable way of securing parental consent, as there is no written record of the consent.