

Off Site Visits Policy – Appendix 3

Visit to another school/college (not an Open Day)

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:

- 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

Process for visits to another school/college (Not an Open Day)

1. The member of staff responsible for the visit should complete the '[Toynbee Trip Approval Form](#)' selecting '*Visit to another school/college (not an Open Day)*'
2. EVC will seek approval from SLT and reply to the member of staff leading the visit.
3. The lead member of staff should complete a risk assessment and pass this to the EVC for approval
4. Lead staff member will email EVC the list of pupils they wish to invite along with a letter to send to parents outlining details of visit
5. EVC will create visit on Arbor
6. EVC will insert parental consent form and send letter to parents. Telephone calls are not deemed as an acceptable way of securing parental consent for a visit.
7. Lead staff member will request medical forms from all staff attending the activity – these must be returned to EVC
8. EVC will confirm participation of pupils on Arbor as parental consent forms are returned
9. Prior to the visit, the EVC will download a spreadsheet containing parental consent form information, staff medical information and inhaler/auto injector permissions. This will be saved to files on the trip phone. The Lead staff member must collect the phone from the Admin Office ahead of leaving school. A First Aid kit must also be collected.

10. Lead member of staff should email all staff and Attendance@Toynbee.hants.sch.uk the day before the visit stating the visit, arrival and departure times and the pupils that will be missing from lessons on that day.
11. On the day of the supervised activity, the Lead member of staff **must** ensure the register is completed and EVC is aware of who is present on the activity before leaving the school site
12. EVC will update Arbor registers with this information.

Where applicable, EVC will order any FSMs needed, the Lead member of staff should collect these ahead of departure from school

Please note: Pupils with medical needs **must** have the trip appropriate medications with them ie. inhalers/epi pen on the day of the visit. Pupil who do not have the appropriate medication with them **will not be able to attend the visit**. This will be the responsibility of the Lead member of staff to check as they are leaving school

All other trips including Open days should follow the usual trip process.