



Offsite Trips/Events/Home Visits Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rationale:

Off-site trips/events enable The Green Room students to learn through participation and to develop interpersonal skills, gain self esteem, life skills, to recognise potential in themselves, and to challenge and support each other outside the provision in support of their curricular and life needs.

Home visits enable Green Room staff to safely visit students at home as needed.

This Policy should be read in conjunction with advice from www.hse.gov.uk - School Trips & Outdoor Learning Activities, RBWM and Surrey Guidelines and Proposal Forms.

Educational Visits Coordinator (EVC) is the budget holder for each Provision.

Owner: DH/WCA/KRM/CAS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		October 2016	3	October 2017
		January 2018	4	January 2019
		January 2019	5	January 2020
		October 2020	6	October 2021
	GR6 Review (MA)	Feb 2 2021	7	Feb 2022
	GRK Review (RM)	January 2022		
	GRW Review (CA)	January 2022		
	GR6 Review (MA)	January 2022		
	Overall Review (RA/JN)	January 2022	8	January 2023
	GRW Review (CA)	February 2023	9	February 2024
	GRK Review (JR)	February 2023	9	February 2024
	GRC Review (MA)	February 2023	9	February 2024
	Addition of Events/Home Visits (JN)	September 2023	10	February 2024
		February 2024	11	February 2025

	GRK Review (JR)	January 2025	12	January 2026
	GRC Review (MA)	February 2025	12	February 2026
	GRC Review (MA)	February 2026	13	February 2027
	Overall Review	February 2026	13	February 2027

Roles and Responsibilities:

Off Site Activities

All off-site activities need permission from the relevant Educational Visits Coordinator (usually the budget holder and Head of Provision). Where appropriate the EVC will liaise with the Off-Site Advisor at the Local Authority.

Offsite trip leaders must have:

- Overall responsibility for the group
- Responsibility for agreeing a meeting point
- Online access to student profiles with contact and medical info from Arbor and consent forms on each trip for each student.
- Responsibility for delegating supervisory responsibilities to other staff
- Responsibility for head counts
- Responsibility for monitoring students at regular intervals
- Responsibility for ensuring that lines of communication between the provision, staff and students remain open at all times
- Responsibility for ongoing risk assessment during the visit
- Determine the level of first aid that may be required and nominate a trained First Aider to have this responsibility

In the event of an emergency the Head of Provision and/or the EVC will follow the Emergency Procedure (written below) for an Off-Site Visit to inform parents and the Local Authority.

The Green Room Foundation Events

All provision events need permission from the Head of Provision.

Provision Event Leaders must have:

- Overall responsibility for the event and students attending the event.
- Responsibility for sharing fire evacuation and lockdown information to any visitors
- Responsibility for delegating supervisory responsibilities to other staff
- Responsibility for head counts
- Responsibility for monitoring students at regular intervals
- Responsibility for ensuring that lines of communication between the provision, staff and students remain open at all times
- Responsibility for ongoing risk assessment during the event
- Determine the level of first aid that may be required and nominate a trained First Aider to have this responsibility

Home Visits

All provision home visits need permission from the Head of Provision.

Home Visitors must have:

- Overall responsibility for the visit
- Responsibility for agreeing to alert the provision on arrival, during (if visit over an hour) and departure.
- Responsibility for ensuring that lines of communication between the provision, staff and students remain open at all times
- Responsibility for ongoing risk assessment during the visit

Aims and Objectives:

- To ensure that risks to Health & Safety are mitigated to a level commensurate with the nature of the activity involved in any visits/events
- To ensure that all visits/events serve an educational/social educational purpose that is closely related to the relevant curriculum area
- To ensure that all students are offered the opportunity to take part in off-site visits/events and that reasonable adjustments are made for each student's Special Educational Needs
- To ensure that students' education is enriched by taking part in appropriate provision visits/events

Implementation:

Off Site Activities

- All off site visits are governed by the regulations and guidelines agreed by the relevant provision borough and are coordinated in the provision by an Educational Visits Coordinator (EVC). Please see relevant LA Offsite Activities Policy for further advice.
- Staff should ensure that Trip/Event Proposal Forms are completed and cognisance given to the information and procedures contained within it. (See Appendix 1)
- All visits/events should undergo a risk assessment procedure.
- Staff should use the Offsite Action Checklist to ensure they have taken all steps needed to implement the trip.
- All documentation (Trip proposal, Risk assessments, Letters etc) should be uploaded into a trip specific folder located within the GRW Trip Folder, GRK Trip folder or GRC Trip folder.
- All staff accompanying a provision trip must have Enhanced DBS clearance if not part of the Foundation
- There is always a qualified first aider on any off-site trip
- Parents of those taking part in the trip should be provided with information about the intended visit and must give permission in writing before their child can be involved.

Provision Events

- Staff should ensure that Event Proposal form are completed and cognisance given to the information and procedures contained within it. (See Appendix 1)
- All events should undergo a risk assessment procedure.
- Staff should use the Organising an Event checklist to ensure they have taken all steps needed to implement the event. Note: not all steps in this document may be relevant to an event taking place at the provision - this is a guide to help you.
- All documentation (Event proposal, Risk assessments, Letters etc) should be uploaded into an Event specific folder located within the EVENTS - GRF and Public Events folder.

- There is always a qualified first aider on at any organised event.
- Parents of those taking part in the event should be provided with information about the intended event and must give permission in writing before their child can be involved.

Home Visits

- Staff should ensure that Off-site Proposal Forms are completed and cognisance given to the information and procedures contained within it. (See Appendix 1)
- All visits should undergo a risk assessment procedure.
- Staff should use the Offsite Action Checklist to ensure they have taken all steps needed to implement the event/visit. Note: not all steps in this document may be relevant to an event taking place at the provision or a home visit - this is a guide to help you.
- All documentation (Trip proposal, Risk assessments, Letters etc) should be uploaded into a trip specific folder located within the GRW Trip Folder, GRK Trip folder or GRC Trip folder.
- There is always a qualified first aider on any off-site trip
- Parents of those taking part in the event/home visit should be provided with information about the intended event/ visit and must give permission in writing before their child can be involved.

Evaluation:

Evaluation Forms are completed after each visit to review value, worth and procedures associated with the visit to ensure that any problems encountered do not recur. (See Appendix 2). This form should be saved within the relevant trip folder on Drive.

Emergency Procedure:

Off Site Activities/Home Visits

If it is an accident related emergency -

- Designated First Aider to evaluate situation and call 999 (or appropriate first-aider at the facility) and remain with student
- Then advise Head of Provision of action taken
- Head of Provision to inform parent/guardian or Provision Manager

If the emergency relates to a student in difficulty (student running away, getting lost etc.)

- The Trip Leader to head to the agreed meeting point
- The Trip Leader to call student's mobile if applicable
- The trip leader to contact the Head of Provision
- Head of Provision to contact parent or Provision Manager
- Call 999 if relevant
- Follow missing student procedure if relevant

The Green Room Foundation Events

Please follow evacuation/lockdown policies and procedures as needed.

Behaviour

Students are expected to follow The Green Room's rules at all times and be aware that they are representing The Green Room.

Trips/Events/Home Visits during Covid 19 Pandemic

During any future public health emergency, all government guidelines relevant to the situation must be followed at all times. This includes adhering to any specific safety measures required by the guidelines in place.

Staff must stay informed about current guidelines and ensure they are well-prepared prior to the trip, event or visit.

This policy is approved by the CEO of The Green Room Foundation

Date:

CEO:

Off-Site Educational Visit/School Event/Home Visit	
Trip/Event Proposal Form	
To be submitted by the Trip Leader to your EVC for approval.	
Today's Date:	
	Trip Leader:
Destination/Event:	
Date/s of Trip/Event (and trip length):	
Cost of trip/event:	
Funding request (if out of budget):	
Programme of activities:	
Trip/event objectives:	
Pupils/students on trip/event:	
Trip/Event Leader:	
Other Staff:	
Outside Organisations Used:	

Form to be submitted to your provision's Educational Visits CoOrdinator (EVC)

Signed: _____ Date: _____ 

Trip/Event/Home Visit Evaluation Form (To be Completed on Return)					
Destination/Event:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;">Date of ▼</td> </tr> <tr> <td colspan="2">Trip/Event:</td> </tr> </table>		Date of ▼	Trip/Event:	
	Date of ▼				
Trip/Event:					
Were the trip/event objectives achieved?					
Did students and staff enjoy the trip/event?					
What went well?					
What didn't go as well as expected?					
What would you do differently (if anything)?					
Do any of the risk management procedures need changing?					