



SHIRELAND
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust Policy

Offsite and Residential Activities

2017

Committee and Date Approved	SPC Board – November 2017
Category	Recommended
Next Review Date	Every 3 years unless change in legislation – Autumn 2020
Policy Availability	Trust Website
Officer Responsible	Principal

**The Trust, all Academies within the Trust and Shireland Learning Limited must
comply with this policy.**

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Introduction

Opportunities for students to work off site and engage in learning experiences out of school are a valuable part of education. Not only can they enhance the curriculum they can:

- Provide opportunities to apply classroom learning in a practical way.
- Provide relevance to classroom learning.
- Provide students with experiences they might not otherwise have.
- Help students to broaden their knowledge, understanding and attitudes.
- Help students to develop personal skills, such as self-confidence and working as a team.

It is important that all off site activities are well planned and organised and staff of Shireland Collegiate Academy Trust are expected to follow the guidelines in this policy exactly. Failure to do so could have serious consequences.

It is important that if an off-site activity is planned staff read the Evolve Guidelines for learning outside the classroom which serve as an example of good practice. This is available online. The following are **not** to be taken as a substitute for reading the Guidelines.

Decide into which category your trip fits

- **Category 1** is an on-site activity held out of the Trust and its Academies hours
- **Category 2** is a non-residential off-site activity
- **Category 3** is any trip which involves an overnight stay or any visit abroad

Organize the appropriate forms

Category 1

- Checklist for On-site Activity Out of Hours
- Parental Consent slip with letter
- Risk Assessment on Evolve

Category 2

- Checklist for Off-site Non-Residential
- Application completed on Evolve
- Parental Consent slip with letter
- Risk Assessment completed on Evolve
- Approval needed from the Principal

Category 3

- As category 2, but with four weeks' notice required
- Approval needed from visits operating authority

Telling others who need to know

- Any trip which involves the Trust or its staff being out of Academy during the normal Academy day must be notified to the appropriate senior member of staff. This applies even if you are taking your own teaching group out.
- A list of students and staff out of Academy (and the hours they will be out) must be left with attendance, reception and SLT contact.

Take with you

- Category 2 & 3 – First Aid Kit(s), emergency contact numbers of students, Academy mobile phone.
- Emergency contact number of SLT link contact.
- Category 1 – any of the above which you feel is appropriate.

Insurance

All visits are insured under Shireland Collegiate Academy Trust insurance but some special trips (e.g. skiing) may have their own insurance arrangements.