



# THE VALLEY SCHOOL

## **POLICY – EXTRA-CURRICULAR ACTIVITIES (OFF-SITE)**

JUNE 2018 (SCHOOL IMPROVEMENT COMMITTEE)

### KEY PRINCIPLES

**“Learn to Believe – Learn to Achieve”**

**“Different for Different”**

We are committed to enriching the curriculum for our pupils and it is our aim to provide a large number of opportunities for each pupil to learn away from The Valley School site. Financial considerations must never prevent pupils accessing these opportunities and every effort must be made to ensure that no pupil is barred due to safeguarding concerns.

### KEY STATUTORY REGULATIONS AND SIGNIFICANT LINKS

- Behaviour for Learning Policy
- Safeguarding Policy
- RPI Policy
- Charging and Remissions Policy

### KEY RESPONSIBILITIES

- Middle Leaders will oversee and support staff to offer creative opportunities for our pupils
- The Office Manager will manage the calendar to ensure that there are no clashes and that cover requirements remain manageable
- The Headteacher will decide if an activity is appropriate and viable and whether there is a need for further planning, including an entry on Evolve.
- The Deputy Headteacher will decide if arrangements are sufficiently effective in managing our pupils and their needs.
- Staff leading are responsible for evaluating activities after the event to ensure that subsequent activities are able to benefit from lessons learnt.

### KEY PRACTICES

Any member of staff can request an activity, in consultation with other staff, which is linked to and will enhance the curriculum. The process is designed to be simple and accessible, whilst not minimising any safeguarding and financial implications.

The following is required

- Requesting staff should complete the Special Activity Request form (section A)
- If the request is for reoccurring events such as L4L involving frequent local trips during the lesson time then one Special Activity Request form with dates for the academic year may suffice.
- If there are any costs involved then visit leader needs to clarify with the School Business Manager

- Form to be passed to the Office Manager 2 weeks before
- Approval (or not) given by the Headteacher
- The Office Manager adds to calendar
- Decision on whether or not section B and/or Evolve is necessary
- Form returned to staff

**If approved:**

- Section B with advice of next steps will be returned to activity leader, who will complete it for approval at least 1 week before the visit.
- Approval (or not) of section B by the Deputy Headteacher/Headteacher

**If an entry on EVOLVE is needed (distance/time of day/exceptional circumstances):**

- All of the above
- follow the link below to complete:

[https://evolve.edufocus.co.uk/evco6/evchome\\_public.asp?domain=offsitevisits.thegrid.org.uk](https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=offsitevisits.thegrid.org.uk)

To enable you to complete EVOLVE you will need to have the following available as electronic copies ready to add to the form.

- OV8 with a list of students and adults – available on SIMs
- Individual risk assessments – TVS model
- OV7 if over 25 miles away (parental consent form)

The Deputy Headteacher is available to support staff with the Evolve procedure and will be pleased to support you with any immediate queries.

All of the above needs to be **completed** one week before the event, so that the details can be fully evaluated by the Headteacher and decisions or adaptations can be made as necessary.

**After the event:**

- After the visit the office manager will provide the organiser with the activity evaluation form (section C) for completion within 1 week after the activity.

Appendix 1	Activity request form (section A)
	Off site activity form (section B)
	Activity evaluation form (section C)
Appendix 2	Pro-forma for Individual Risk Assessments
Appendix 3	Quick guide

*This process should be used for single events, regular planned trips and for enabling more spontaneous activities throughout the year. For example, you may choose to go through this process once per year for each group that you work with so that you can go out of school during learning time on a more frequent basis. Individual risks assessments will need to be frequently reviewed and updated for this to be possible.*