

**THE VICTORY PRIMARY  
SCHOOL  
OFF-SITE VISIT  
&  
OFF-SITE TUTORING  
SAFEGUARDING POLICY**

## **Context**

Off-site activities include: visits/trips; and off-site tutoring. Off-site Tutoring may be in the home or in 3<sup>rd</sup> party premises (eg public libraries).

Standard Safeguarding arrangements and procedures apply equally to all off-site arrangements provided by and managed by the school.

If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our students attend off-site activities, including day and residential visits and work related activities, we will check that effective child protection arrangements are in place.

This policy should therefore be read in conjunction with our Safeguarding arrangements, policies and procedures, including but not limited to:

- The Children Act, 1989
- United Convention of the Rights of the Child, 1991
- Data Protection Act, 1998
- Sexual Offences Act, 2003
- Children Act, 2004
- Protection of Freedoms Act, 2012; and
- Relevant government guidance on safeguarding children, as follows:
  - [Keeping Children Safe in Education – Statutory guidance for schools and colleges, September 2016](#)
  - [Working Together to Safeguard Children, March 2015 \(Statutory guidance\)](#)
  - [Prevent Duty, July 2015](#)
  - [‘What to do if you are worried a child is being abused’ – Advice for Practitioners](#), March 2015

## **School Trips/Visits**

- We undertake off-site risk assessments for School trips/visits. They take account of any sites visited that are shared by members of the public to ensure appropriate supervision. Risk assessments take into consideration risks both to students and tutors.  
(see Risk Assessment – Off-Site Trips/Visits Form)
- All children/young people are made fully aware of the arrangements and procedures that they need to follow to keep themselves and others safe, and what is appropriate behaviour.
  - The school rules and behaviour expectations, and e-safety hazards and rules are explained to all students.
  - Details of the trip/visit, together with Parent/carer consent form, reinforcing behaviour expectations and rules are circulated for signature and return prior the trip/visit.

- We acknowledge that off-site visits of any duration, present less formal situations where children and young people are away from the immediate school/establishment. In these situations the atmosphere can be more informal and provide opportunities for children/young people to make disclosures of a Child Protection nature to staff or peers.
- Students are made aware of the ways in which they can seek advice or help in situations they are concerned about.
- There may also be situations where evidence of abuse is noticeable.
  - All staff are aware of the basic ‘signs and symptoms’ of abuse and neglect and understand how to respond to concerns and disclosures made by children/young people. All staff involved in off-site visits have completed Safeguarding/Child Protection training.
  - All teachers are aware of the procedures for reporting concerns observed or disclosures made to them on to the designated member of staff.
  - This includes the procedures for responding to allegation of abuse made against members of staff.
  - There are arrangements in place for concerns to be referred back to the Headteacher and the LADO at PCC so that a decision can be made about how to respond to the concerns.
  - All teachers are aware of the referral process to the Portsmouth and United Learning Safeguarding Board Team and have continued access to the relevant contact numbers regardless of school/establishment session times.

### **Off-Site Tutoring**

- We undertake off-site risk assessments for Students where arrangements are made for off-site tutoring in the home, other schools or in libraries. Risk assessments take into consideration risks both to students and tutors.  
(see Appendix A - Risk Assessment for Off Site Tuition)
- Carers and teachers complete a contract to state that they will always be present, and if not, they will make contact via the school office. The contract also states that tuition must take place in a “safe” environment i.e. where the adult is within eye contact.
  - Tuition should be in an open room (NOT a bedroom)
  - All doors should remain open at all times
  - The room should be accessible at all times.
 (See Appendix B– Contract for Home Tuition)

- In case of tuition in 3<sup>rd</sup> party premises – e.g. libraries – the same rules and safeguards must be followed such that the Tutor and student are always in view of other adults.
- The school rules and behaviour expectations, and e-safety hazards and rules are explained to all students and parents/carers.
- A daily attendance and comment sheet is completed with any relevant comments or concerns.  
See Appendix C - Off-site Attendance and Comment Sheet.
- Teachers should contact the school office by text/phone/email when they have safely completed the visit.

As for School trips as mentioned above, there may also be situations where evidence of abuse is noticeable.

- All staff are aware of the basic ‘signs and symptoms’ of abuse and neglect and understand how to respond to concerns and disclosures made by children/young people. All staff involved in off-site visits have completed Child Protection training.
- All teachers are aware of the procedures for reporting concerns observed or disclosures made to them on to the designated member of staff.
- This includes the procedures for responding to allegation of abuse made against members of staff.
- There are arrangements in place for concerns to be referred back to the Headteacher and PCC LADO so that a decision can be made about how to respond to the concerns.
- All teachers are aware of the referral process to the Portsmouth and United Learning Safeguarding Board Team and have continued access to the relevant contact numbers regardless of school/establishment session times.

	<b>By whom</b>	<b>Date</b>
<b>Policy signed off by</b>	Jim Hartley, Headteacher	July 2016
<b>Reviewer</b>	Jill Potheary-White, Business Manager	July 2017
<b>Next Review By</b>	Jim Hartley, Headteacher	July 2017

**Appendix A – Example: Risk Assessment – Off-Site Tuition**

**THE VICTORY PRIMARY SCHOOL SAFEGUARDING RISK ASSESSMENT**

**OFF-SITE TUITION**

**VENUE/LOCATION**.....**DATE**.....

**TUTOR/TA**.....

**CHILD**.....

**CLASS**.....

HAZARD – anything which can cause harm	RISK: High, Medium, Low	CONTROL MEASURES	Revised risk: High, Medium, Low
<b>VENUE (surfaces heights etc)</b>  *Electrical Equipment *Pets/Animals *Lone Working *E-Safety *			
<b>TRANSPORT/ROUTE (breakdown, roads etc):</b>  *Lone walking * * *			
<b>Child (medical needs, behaviour issues etc):</b>  *History of violence towards adults/others *Self-Harmer *			

HAZARD – anything which can cause harm	RISK: High, Medium, Low	CONTROL MEASURES	Revised risk: High, Medium, Low
<b>WEATHER:</b>  *  *  *			
<b>ACTIVITY ARRANGEMENTS</b> <b>(Games, computers, whiteboards etc)</b> *  *  *  *  *  *			

- Ensure emergency contact details are with all staff.

SIGNED.....TUTOR/TA

DATE.....

SIGNED.....JILL POTHECARY-WHITE, Business Manager

DATE.....

**Appendix B – Example: Contract for Home Tuition**

THE VICTORY PRIMARY SCHOOL

CONTRACT BETWEEN CARER AND TUTOR/TA FOR HOME VISITS FOR

Student Name: .....

Start Date.....

**CARER:**

I, or another named adult, will be present when tutoring takes place. I will ensure that a suitable room will be available i.e. that I, or the other adult will be within easy eye contact. I will phone the school office if no one is available when tuition is due to take place.

Name.....

Signature.....

Name of other adult.....

Signature.....

**TUTOR/TA:**

The school office will phone if I am unable to attend, and if possible an alternative tutor will be found. I will only tutor in a suitable room i.e. one in which I can make easy eye contact with the other adult. I will not tutor if there is not another adult present.

Name.....

Signature.....





