



JFS School

The Mall, Kenton, Harrow, Middlesex HA3 9TE

JFS EDUCATIONAL VISITS POLICY

Reviewed in the Autumn Term by the CWSAB Committee on 01.12.2020

Next due for review in the Autumn Term 2021- subject to intervening legislative changes

The use of the word 'Parent' in this document implies 'Parent/Carer'

Unless otherwise stated in this Policy of approved by Deputy Headteacher responsible for Educational Visits (the 'DH'), all educational visits and other school trips should be planned on EVOLVE (educational visits management system)

1. POLICY RATIONALE

- 1.1 Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at JFS. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support the role of visits in the life of the School. Where possible, we aim to enable as many students as reasonably possible to participate in the range of visits offered by the School.

2. PURPOSE

2.1 JFS aims to:

- To ensure that every student has the opportunity to benefit from educational visits.
- To use educational visits, residential trip, and other off-site activities to develop a spirit of enquiry and a sense of wonder about the wider world, to raise awareness of diversity and promote British Values.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- To ensure the educational visits are in line with school policies on special educational needs and disability, inclusion and equality and comply with the DfE (Department for Education) guidelines as set out in the DfE's 'Health and safety: advice on legal duties and powers.'
- To ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable.

3. APPLICATION

- 3.1 All staff are required to plan and execute visits in line with the School policy (i.e. this document) and national guidelines.
- 3.2 Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. For the sake of clarity, it does include Shabbat/Festival home hospitality; however, Duke of Edinburgh activities and curriculum sports activities and fixtures are not part of this policy.
- 3.3 In addition to this Educational Visits Policy, JFS draws from:
- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (February 2014)
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
 - The Outdoor Educational Advisers' Panel (OEAP) National Guidance
www.oeapng.info.

If there appears to be any conflict between the National Guidance and the School Policy, the JFS Educational Visits Policy should be followed and clarification sought from the Educational Visits Co-ordinator.

- Council for Learning Outside of the Classroom (LOtC)
<https://www.lotc.org.uk/>
- Health and Safety Executive (HSE)
www.hse.gov.uk

4. ROLES and RESPONSIBILITIES

4.1 Headteacher ('HT')/Designated Deputy Headteacher for EVs ('DH')

- 4.1a The HT/DH delegates responsibility to the EVC to oversee the policy and processes of planning and organising trips and visits and to ensure that all trips are prepared and conducted in accordance the required standards.
- 4.1b The HT/DH must ensure that:
- The EVC is clear as to his/her duties.
 - Prior to an educational visit taking place, the EVC has carried out the duties, checks, scrutiny and protocols set out in this Policy.
 - Ensure the School policy for Educational Visits is implemented and regularly reviewed.
 - No educational Visit/Trip leaves without the HT/DH (or another member of SLT) signing off the trip on Evolve AND signing off the Visit Pack.
 - Submit all new overseas/residential or adventurous activity (see appendix 3) visits for the approval of the Governing Body.

4.2 The Educational Visits Co-ordinator (EVC)

The EVC will overview the approval, planning and review and evaluation of all visits and offer technical advice around the planning of visits within the framework of the DfE and national guidance.

4.2a The EVC must ensure that:

- A suitable Visit Leader has been appointed.
- All necessary actions have been completed before the visit begins.
- The risk assessment is complete and that it is safe to make the visit.
- If going to a venue/multiple venues, risk assessments have been obtained from the third party/parties relating to the venue(s), to the best of our abilities.
- Training needs have been met.
- Suitable safeguarding procedures are in place as required, including vetting at an appropriate level of all voluntary helpers.
- The Visit Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- The Visit Leader has relevant skills, qualifications and experience if acting as an instructor and knows the location of the activity.
- All supervisors and/or volunteers on the visit are appropriate people to supervise children and have appropriate clearance.
- An appropriate number of staff/volunteers are accompanying each visit.
- Wherever possible and appropriate, security is booked to accompany the visit – where there is any doubt regarding this, the EVC must check this with the delegated Deputy Head/Headteacher and specific cases with CST.
- All necessary permissions and medical forms have been obtained.
- Robust emergency procedures are in place.
- The School has up to date records of individual visits including reports of accidents and ‘near accidents’.
- The VL is given a Visit Pack (**See APPENDIX 2 – Visit Pack**).
- Formal reviews of visits and activities are completed and recorded.
- Educational Visits do not take place without the prior approval of the Headteacher or Delegated Deputy Head for EVs.
- Provide the VL with a working Tablet, uploaded with the contact and medical information of the students, and with a school trip phone.
- At the earliest possible opportunity during the Evolve process, the VL is sent the ‘Visit Leader Checklist’ setting out responsibilities prior to, during and after the trip (**See APPENDIX 3 – VISIT LEADER CHECKLIST**).
- At the earliest possible opportunity during the Evolve process, the VL is sent this ‘EV Policy’
- The attendance register (taken just prior to a trip’s departure from school) is passed on to the Attendance Officer.
- Names of participants are added to Evolve (and modified where necessary) and that Evolve and SIMs, working together, result in a sheet detailing emergency contacts and relevant health/dietary information regarding the participants on a visit.

4.2b The EVC will attend update training at least every two years to ensure that all visits are planned in accordance with the latest statutory policies.

4.2c The EVC will report to SLT line manager on all aspects of educational visits run by the School.

4.3 The Visit Leader

4.3a One person, the Visit Leader ('VL'), shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. This person must be approved to carry out the visit and be suitably competent and knowledgeable about the School Educational Visits Policy and procedures.

4.3b The VL must:

- Follow the steps in the organisation and planning protocol set out in **APPENDIX 1 – Organisation and Planning (including informing the EVC as to the list of students being invited to participate in a trip as this enable the EVC to generate documents from Evolve itself)**.
- **Check the contents of the Visit Pack prior to departing and liaise with the EVC if there are items missing.**
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do.
- Ensure sufficient staff and helpers of the right experience are checked and briefed throughout the visit. The exact names of the staff may not be known at the early stage of the Evolve process, however, the VL needs to:
 - (a) State to the number of staff/volunteers that will be accompanying the visit/trip.
 - (b) As soon as it is known whom these staff/volunteers are, informing the EVC so that the names can be added to Evolve, well in advance of the visit/trip departing.
 - (c) Appoint a fully apprised Deputy for a visit/trip, in case the VL is unable to lead.
- Ensure they have enough information on the students taking part in order to risk assess their suitability for the visit or specific activity.
- Ensure the leaders and others have details of the students' special educational or medical needs.
- Undertake and complete all aspects of the planning and preparation of the visit including the briefing of staff, students and parents.
- Undertake and complete a comprehensive risk assessment.
- Ensure emergency procedures are planned and followed.
- Ensure that a register is taken:
 - Prior to a trip's departure (if the trip is departing from school, a copy of that register must be passed to the EVC for administrative purposes).
 - Before/after students get on/off of transportation.
 - At regular intervals during the trip.
 - Upon return.
- Report to the EVC on all aspects of the visit and return the VL checklist to the EVC.
- Provide feedback following the visit and provide a more detailed report following an overseas /residential visit.
- Keep a detailed record of all financial matters.

4.4 Other teachers and adults on the visit must:

- Do their utmost to ensure the health and safety of everyone in the group.
- Care for each individual student as any reasonable parent would.
- Follow the instructions of the Leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health and safety of the students in their charge is unacceptable.

4.5 Students

4.5a Students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Wherever possible, the curricular aims of the visit for these students should be fulfilled in other ways.

4.5b Students must:

- Follow the instructions of the Visit Leader and other staff/volunteers including those at the venue of the visit.
- Dress and behave appropriately and responsibly.
- Be respectful and sensitive to local codes and customs, particularly when abroad and look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.

4.5c If a student's behaviour fails to meet the expected requirements on a visit, disciplinary procedures may be instigated in line with the School's Behaviour Policy/Terms and Conditions for specific visits. This could include being sent home at the parents' expense.

4.5d If a student's behaviour results in the school incurring any additional expenses, the school will seek to recover these costs from parents.

4.6 Parents

4.6a Parents will be given sufficient written or other information about all visits to make informed decisions. Where appropriate for high risks, residential and foreign visits meetings with parents will be arranged.

4.6b Expectations of behaviour and Codes of conduct/Terms and Conditions will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances. (See Clause 9 Participation)

Parents must:

- Provide the VL/EVC with emergency contact number(s).
- Sign the relevant consent forms.
- Give the VL/EVC relevant information about their child's emotional, physiological and physical health which might be relevant to the visit.
- Agree the arrangements for sending a child home early and who will meet the cost.

- Meet payment in full for any trips their child goes on.

4.7 The Governing Body

4.7a Governors will be informed of all new residential visits but delegate approval of low risk visits, routine/repeat visits and occasional opportunities to the HT.

4.7b The Governing Body will:

- Approve the Educational Visits policy and review it every two years.
- Ensure that the HT/DH/EVC have appropriate time and expertise to fulfil their responsibilities under this Policy.

5. PLANNING A VISIT

5.1. All visits are linked to the school aims and where possible planned and approved well in advance.

5.2 All visits must be planned in accordance with the procedure **set out in APPENDIX 1 – Organisation and Planning.**

6. RISK ASSESSMENT

6.1 A risk assessment should always be carried out whilst planning an educational visit.
The risk assessment should include the following considerations:

- The names of the VL and contact details
- The names of other staff/volunteers on the trip/visit and contact details where possible
- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the VL guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for the visit?

6.2 The VL and other supervisors should continually reassess the risks throughout the visit and take appropriate action if students are in danger.

The VL should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualifications of supervisory staff.
- The group members' age, competence, fitness and temperament.
- Students with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Transport arrangements.

7. FIRST AID

- 7.1 For adventurous activities, visits which involve overnight stays, or visit abroad it is appropriate to have at least one trained first-aid trained member of staff in the group (each group where the students are split up).
- 7.2 The VL should have a clear understanding of how to access first aid and all adults in the group should know how to contact emergency services.
- 7.3 First aid kits should be taken on all residential visits. If the visit involves splitting into groups, a kit should be taken for each group. The contents of a first-aid kit will depend of what activities are planned.
- 7.4 A tablet/physical file containing all medical information should be taken on the visit.

8. SUPERVISION

- 8.1 A professional judgement must be made by the EVC and VL as to the appropriate ratio of adult supervisors to students for each visit.

The factors to take into consideration include:

- Sex, age and ability of group.
- Special needs students.
- Nature of activities.
- Experience of adults.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.

- 8.2 The following ratios (adults to children) as a guide are 1:10-1:20 for UK based trips and 1:10 for residential or overseas trips (where there must also be at least one male and one female present).

Staff who are solely assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Use of Voluntary Helpers

The use of parents and other adults associated with the School is seen as positive from a community cohesion perspective and a way of accessing a wider set of skills and experience than may exist amongst Staff.

Volunteers must defer to the authority of the Visit Leader on an EV.

Volunteer helpers cannot be appointed as Visit Leaders.

Any volunteers who accompany an educational visit will be vetted and be directly supervised by a member of staff. If they are to have any unsupervised access to young people then an enhanced DBS disclosure certificate will be obtained and they will undergo induction in their role and responsibilities.

- 8.3 As a general guideline, wherever possible a member of the security team will accompany the visit.
- 8.4 Staffing for most visits (with the exceptions of those with very small numbers of students and those which are short journeys between school and another educational establishment) must have representatives of both genders for mixed groups. This includes Shabbat/Festival home hospitality.
- 8.5 Students must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as: prior experience of students, age of students, competence/experience of staff, environment/venue.
- 8.6 Where an activity involves the use of the resources and expertise of an establishment or organisation other than that of the School, the VL must make all reasonable efforts to ensure that the agency involved is competent and any establishment safe.
- 8.7 Whatever the length and nature of the visit, regular head counting of students should take place. The Visit Leader should establish rendezvous points and tell students what to do if they become separated from the party.
- 8.8
- (a) Staff involved in a visit must be aware of, and adhere to, the establishment's policy on emergency procedures.
 - (b) The school maintains a mobile phone specifically for use during offsite visits which should have all relevant contact details pre-programmed into them. The EVC will ensure these phones/tablets have the correct details programmed into them beforehand, fully-charged batteries and sufficient credit available for the duration of the visit
 - (c) For all "out of hours" and residential visits there will be a nominated person(s) that can provide 24/7 cover as an Emergency Contact and that the person(s) so nominated will have 24/7 access to all details of the visit. This will include medical and next-of-kin information regarding staff as well as young people. Generally, this will be the EVC unless other arrangements are put in place e.g. during ATOI.

9. PARTICIPATION

- 9.1 Participation on a school visit is a privilege and not a right.
- 9.2 Whenever possible visits should be open to all students wishing to go. Where this is not possible, JFS will select by random allocation, giving priority to students who have not been on a trip before.
- 9.3 JFS will make reasonable adjustments to try to enable students with special educational or medical needs to attend EVs.

The school reserves the right to withdraw a student from a visit where a medical condition is deemed too great a burden for staff to reasonably deal with (e.g. a student with a life threatening illness or a disability/medical condition which could not be managed through reasonable adjustment to the itinerary and activity plans) and where the management of that condition would compromise the objectives of the whole visit.

- 9.4 The safety of all members of the School is a priority. For this reason any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on a visit. The curricular aims of the visit for these students should be fulfilled in other ways. Parents will be informed where this applies.

In such circumstance the school may not refund any payments to parents already made to the tour operators or external suppliers. Other moneys may be refunded at the School's discretion once the costs of the trip are covered.

- 9.5. On residential visits the VL should consider whether students whose behaviour seriously threatens their own safety, that of others, or the reputation of the School, may be withdrawn from an activity and/or sent home. Students will be sent home at parents' expense.

On return to school they will additionally face sanctions as if the behaviour had been carried out at school - this might include an exclusion from school. It may also mean that they are also excluded from further trips.

- 9.6 No student may ever go on a visit without parental permission and an up-to-date medical form.

10. KASHRUT/JEWISH ETHOS

- 10.1 JFS is a school that adheres to the laws of Kashrut. EVs must ensure the provision of kosher food. (Please see the JFS Kashrut Policy for further details)

- 10.2 Kosher food includes all meals and snacks.

- 10.3 During any EV, Staff may not allow students to purchase food or confectionary which is not kosher.

10.4 On Day visits:

- Where possible, students should pre-purchase a packed lunch from Caterlink, the School's caterers. This can be pre-arranged with the Catering Manager and collected/delivered on the day of the visit.
- Alternatively, if this is not possible, the Visit Leader will need to liaise with the EVC (whom after checking with the DH, will advise on the necessary arrangements).

10.5 On Overnight Visits:

- When preparing for an overnight visit, staff accompanying students, needs to reflect on how the visit will be conducted in line with the ethos of JFS and what practical measures are applicable. Being an Orthodox Jewish school, there is an imperative to create a framework woven appropriately into the suggested programme that supports this ethos. Jewish educational enrichment activities and any associated costs need to be factored in the planning of any visit.
- Proposed overnight visits will need to be discussed with the SLT line manager prior to any bookings being made. Where needed, a discussion with the DH needs to take place. A member of the Jewish Education Faculty (either formal or informal) is expected to accompany the visit.

- Where possible, the accompanying member of staff from the Jewish Education Faculty should be expected to deliver some element of Jewish education provision. This may include, for example, informal educational sessions relating to the Jewish history/culture/context of the visit location.
- No trips organised outside of the Jewish Education Faculty should include a Shabbat. If they are to include a Shabbat, the entire responsibility for the visit and the programme of the Shabbat (from Friday lunchtime to Saturday night inclusive) would rest with JiEP department/and or an external organisation approved by the JiEP.
- The Shabbat morning programme will have an element of prayer or morning discussion groups.
- Planning for overnight trips includes the availability of kosher food and the cost. Arrangements for catering must be organised in conjunctions with the JE Faculty to ensure suitable arrangements are in place for food provision - both preparation (i.e. a kosher caterer with appropriate level of supervision) and delivery.
- The accompanying member of staff from Jewish Education Faculty will assume the position of Shomer/Mashgiach/Kosher supervisor.

11. FINANCE

- 11.1 In line with the School's Charging Policy, no student will be omitted from a formal curriculum EV if the parents/carers are unable or unwilling to help meet the costs of the visit. If, however, the School does not receive the support of parents generally in this area, it may not be possible to hold the visit.
- 11.2 The VL is responsible for all financial aspects of a visit and should ensure that:
- Prior to any communication with parents, a breakdown of the costs is submitted to Finance in advance of arranging a visit.
 - The cost of the trip as detailed in the initial letter is fully inclusive and that parents are not asked to pay for extras outside the original advertised cost of the visit at a later date.
 - All monies for visits are administered using ParentPay.
 - All receipts for payments made before the visit are passed to Finance.
 - All students have paid for their visits before the date of travel.
 - Providers/Tour operators have been paid before the date of travel.
 - The EVC is informed when a payment schedule for a visit has not been met by a parent in order that a revised payment schedule can be established in cases of hardship.

12. INSURANCE

- 12.1 Full insurance for the students is essential for all visits and is arranged through *Zurich Municipal*, details of which are available from the Finance Department.
- 12.2 The School insurance provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses.
- 12.3 The School recommends that parents use their own insurance when going abroad to cover cancellations and personal effects

APPENDIX 1 – Organisation and Planning

- Step 1 At the outset, the Visit Leader must discuss the proposed educational visit and seek approval from his/her Subject Leader/Head of Faculty (as appropriate), to approve of the proposed EV as a concept;
- Step 2 At the pre-booking stage (**which for day trips, is expected to be at least 6 weeks prior to the proposed EV**) the Visit Leader **must** check the viability of the EV from a calendar perspective by emailing the suggested trip/dates/approximate staffing requirements to the school's **.bookings** email address – the Visit Leader must not make any bookings regarding the planned EV prior to this as it may not be possible to hold the EV on that given day/days for calendar-related, staffing or other reasons;
- Step 3 The school diary/calendar coordinator will revert to the Visit Leader to confirm that the date does/does not work. Once a viable date has been agreed, the Visit Leader must start to complete the online Evolve Form (including providing names of participants/potential participants to the EVC at the earliest possible opportunity). If required, the EVC will be able to support with this. Once the Visit Leader completes the Evolve Form, he/she should submit it to the EVC;
- Step 4 The EVC will then carry out a number of checks including (but not limited to) liaising with Finance, checking the Risk Assessment(s), checking that staffing is suitable and booking security where required. Sometimes, these checks necessitate that the Evolve Form is passed back to the Visit Leader for further input – please bear in mind the timescales when doing this and ensure that the amended Evolve Form is re-submitted to the EVC at a reasonable time before the EV is due to take place;
- Step 5 The EVC will submit the completed and 'checked' Evolve Form to the Deputy Head with delegated responsibility for educational visits. The checks and scrutiny carried out by the delegated Deputy Head may necessitate that the Evolve form is passed back to the EVC and/or Visit Leader. It is important to plan trips with sufficient time to allow for these steps. Once the delegated Deputy Head is satisfied that the proposed visit accords with this Policy and the guidelines that underpin it, it will be approved. **No EV can take place without the prior approval of the Headteacher or Deputy Head with delegated responsibility for educational visits.** The EVC will email the Visit Leader to confirm that this approval has been given;
- Step 6 Where a trip generates a financial cost to the school, but that cost is not being passed on to the students, the Visit Leader needs to inform the EVC as to where the money is coming from for the trip (i.e. which budget)

APPENDIX 2 – School Visit Pack

The JFS School Visit Pack must include the following:

- General information.
- Travel schedule.
- Visit authorisation (including clear information as to whether students are permitted to make their own way home from a venue/station etc.)
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit. (this needs to be in physical form as well as on the Tablet/iPAD)
- Attendance register (several copies).
- Risk assessment for site of visit and activities.
- Accommodation plan (if applicable).
- Full plan of activities (if applicable).
- Intended arrangements for supervision.
- Visit Financial details
- Emergency contacts and procedures.
- Visit Phone
- Visit Tablet/iPAD, charged and uploaded with the correct information (NB This may become unnecessary once we have refined Evolve and SIMs to produce a fully comprehensive spreadsheet)
- Post Visit Report proforma.

APPENDIX 3 – checklist for Visit Leader

(the EVC will email this to the VL in at the outset of a trip being planned)

The VL must:

	Task	Date Completed	Comment
1	Follow the organisation and planning protocol set out in APPENDIX 1 – Organisation and Planning (including adding to Evolve, the list of students being invited to participate in a trip as this enable the EVC to generate documents from Evolve itself)		
2	Check the contents of the ‘visit pack’ prior to departing and liaise with the EVC if there are items missing (see Appendix 2)		
3	Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do		
4	Ensure sufficient staff and helpers of the right experience are checked and briefed, prior to and throughout the visit		
5	Ensure they have enough information on the students taking part in order to risk assess their suitability for the visit or specific activity		
6	Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do		
7	Ensure sufficient staff and helpers of the right experience are checked and briefed throughout the visit		
8	Ensure they have enough information on the students taking part in order to risk assess their suitability for the visit or specific activity		
9	Undertake and complete all aspects of the planning and preparation of the visit including the briefing of staff, students and parents		
10	Undertake and complete a comprehensive risk assessment		
11	Ensure emergency procedures are planned and followed		
12	Ensure that a register is taken: <ul style="list-style-type: none"> ❖ Prior to a trip’s departure (if the trip is departing from school, a copy of that register must be passed to the EVC for administrative purposes) ❖ Before/after students get on/off of transportation ❖ At regular intervals during the trip ❖ Upon return 		
13	Report to the EVC on all aspects of the visit		
14	Return the VL Checklist to the EVC		
14	Provide feedback following the visit and provide a more detailed report following an overseas /residential visit		
15	Keep a detailed record of all financial matters		

APPENDIX 4 – Definition of an Adventurous Activity

The following activities are regarded as ‘adventurous’ and require Governing Body approval:

- All activities in ‘open country’ (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports

Other activities (eg. initiative exercises) involving skills inherent in any of the above

‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the local authority if you think this might apply. For level of competence required to lead in open country.

For the purposes of Governing Body approval, the following activities are not regarded as adventurous and therefore do not require approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in ‘open country’
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)

Appendix 5 – Israel Residential Scheme

JFS has run an extended residential scheme in Israel for over 40 years. The scheme is aimed at students in year 9 interested in an immersive experience in Israel to further strengthen the opportunities for students to fulfil key objectives outlined in the school's Vision and Values statement:

- To be engaged spiritually with Judaism, be proficient and active in Jewish practice and skilled in the study of Torah and traditional Jewish texts
- To be proud and involved in Jewish culture, history, identity and community
- To be committed to the State of Israel and learn Hebrew as part of Jewish heritage

This scheme is covered by the Visits Policy but due to its unique nature has some additional aspects in terms of ensuring the safeguarding, wellbeing and education of the students. These include:

1. A clear contract between JFS and the host educational provider.
2. An enhanced insurance policy.
3. Specific and enhanced Risk Assessment including off site visits.
4. Safeguarding training delivered by JFS staff.
5. Appropriate safeguarding checks for all staff in accordance with the guidance from the homestay country and JFS legal advisors.
6. Bespoke behaviour contract for students.
7. Enhanced medical form requiring information about both physical and mental health and wellbeing.
8. Guidance for home hospitality visits.

All of the above have supporting documentation that will be reviewed annually.

The participating group will be accompanied to and from Israel by two members of JFS staff – one male and one female.

Where concerns arise regarding the suitability of a student to remain on the scheme, the host educational provider will communicate their concerns with the parents and JFS. JFS will take responsibility for any final decision.

A formal review of the scheme in its current format will take place after year 1 and subsequently every 3 years. JFS will undertake good practice and consider a retender every 5 years. However, should the need arise a retender of the provider can be considered at any time and the contract will be renewed on an annual basis.

Participating students and their families will be invited to complete evaluation forms on their return. This evaluation will be shared with the host educational provider and inform aspects of the annual review.

The current host provider is: the Alexander Muss High School in Israel (AMHSI) <https://www.amhsi.org/>

Programme Name: LEV – Lilmod Ba'aretz

(January 2020)