



# Hodge Hill Girls' School

## Learning Outside the Classroom Policy

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# Learning Outside the Classroom Policy

October 2019



# Hodge Hill Girls' School

Approved by:

Date:

Last reviewed on:

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## Hodge Hill Girls School; Learning Outside the Classroom Policy

Hodge Hill Girls School considers 'Learning Outside the Classroom' to encompass:

Educational Visits

Out of Hours Learning (often referred to as extra-curricular activities)

### **Rationale**

Hodge Hill Girls School promotes the well-being and achievement of everyone in the school community. We are concerned with the social, moral, spiritual and emotional development of our students as well as developing academic performance. Pupils can derive great educational benefit from off site visits and extra-curricular activities which may also contribute to these key areas of development. Through offsite visits and extra-curricular opportunities, students have the opportunity to gain experiences not available in the timetabled curriculum and, therefore, develop new skills.

This policy is designed to help the school sustain and promote a broad range of off-site Educational Visits and extra-curricular activities whilst ensuring that pupils and staff stay safe and healthy whilst participating in such opportunities.

This policy supplements the LEA's BCC Policy and Guidance for Educational Visits and Learning Outside the Classroom (2018-19). It should be noted that Birmingham City Council ("the Council") has formally adopted "**Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom**". This guidance can be found on the following web site:

**[www.oeapng.info](http://www.oeapng.info)**

### **Background Information:**

**This policy document makes reference to 'learning outside the classroom' to encompass extra-curricular activities (OOHL) and educational visits.**

### **Definition of an Educational Visit:**

Any organized, off-site visit involving pupils or young people that requires the permission and approval from the EVC, Head Teacher and the parents/guardians of the pupils attending. A visit may take place at any time of the year. Please note that visits that take place during the school day do not require additional parental approval; Hodge Hill Girls School follows good practice advice to inform parents when a visit takes place within the school day. However, there are occasions when additional consent will be sought and each visit is planned on a visit by visit basis.

### **Joint Educational Visits:**

Joint visits by establishments are entirely acceptable and offer many educational benefits. A BCC (Birmingham City Council) establishment's involvement in the organization of such a visit may vary in terms of contribution to planning, selection of pupils or young people or allocation of accompanying staff, however, full application of approval and record keeping procedures (Policy and Guidance for Educational Visits) must be made by Hodge Hill Girls' School EVC regardless of the number of pupils or young people attending.

The Visit Leader on joint visits must be specifically known and approved by the EVC/Head Teacher from each participating establishment and each establishment must be satisfied, approve and record centrally in their own establishment all the arrangements agreed.

## Hodge Hill Girls School; Learning Outside the Classroom Policy

### Key Points for all visits:

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved competent Visit Leader who is a BCC employee.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the Head Teacher/EVC.
- All visits must provide evidence of a prepared written risk assessment /risk management assessment. All staff accompanying the visit must sign the risk assessment to say that they have read, understood and will adhere to the risk assessment at all times during the visit.
- Visit Leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names and group detail.
- EVC's must retain and record all supporting documentation centrally.
- Parents must be fully informed of all arrangements; this includes visits which take place during the school day and do not require consent.
- Well planned visits lead to successful visits and Visit Leaders must be fully aware of and adhere to all the relevant policies, guidelines and procedures in place to support Learning outside The Classroom.

### OFSTED's Key Finding from its most recent report on Learning Outside the Classroom (Oct 2008) states:

- When planned and implemented well, learning outside the classroom contributed **significantly to raising standards** and improving pupils' or young people's personal, social and emotional development.

Hodge Hill Girls' School fully supports the vision behind the Government's 'Learning Outside the Classroom' Manifesto. We recognize that the benefits for children engaged on educational visits and participation in extra-curricular activities include:

- Raising achievement through organized, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives

### Inclusion and Entitlement

Educational visits and extra-curricular activities are an integral part of the curriculum. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs. Hodge Hill Girls' School will make provision, with well planned reasonable adjustments made to support pupils or young people, enabling them, where possible, to participate effectively in all educational visits and extra-curricular activities.

It should be noted that Pupil Premium funding is used to support a range of educational and extra-curricular activities with contributions subsidized where appropriate for Pupil Premium pupils. Some visits are fully funded by the school. Educational Visits and extra-curricular activities follow the school 'Charging and Remissions Policy'.

## Hodge Hill Girls School; Learning Outside the Classroom Policy

### Roles and Responsibilities

**Educational Visits Coordinator (EVC) is appointed by and acts on behalf of the Headteacher. The EVC is Claire Middlehurst. Elodie Carriere is also a trained EVC; both EVCs regularly discuss and meet about any issues concerning Educational Visits.**

Head Teacher:

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC), Claire Middlehurst, is aware of her duties and that a clear line of responsibility is established.
- Must ensure that evidence of recent and relevant training through either: full- day EVC training, half-day EVC top-up training or EVC twilight training delivered by the Outdoor Learning Service is held by EVC in school.
- Ensures the Educational Visits Co-coordinator (EVC), Claire Middlehurst, is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.
- Ensures that school emergency planning procedures are in place should a critical incident arise.
- Ensures that procedures are in place when a child is not collected at the end of an educational visit in line with the emergency procedures document provided by the LA in February 2017. This is also set out in our 'Out of hours dismissal procedures policy.'
- Makes sure through the Head Teacher's report, that governors are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff Inset, Visit Leader Training, First Aid and CPD for Educational Visits
- Ensures that medical and personal/address details for all pupils or young people are updated termly or half yearly.
- Ensures that DBS checks for staff are up to date and valid.
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures BCC policy for transporting children in cars is adhered to.
- Parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensures there is an updated 'charging and remissions policy', links to BCC and national guidance.

### Educational Visits Co-coordinator

- Promotes and 'Champions' Educational Visits from Hodge Hill Girls' School and takes a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approves all visits and notifies the LEA for categories of 'Adventurous Activities' and 'Overseas Visits'.
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation with the Head Teacher may be desirable/advisable on occasions)
- Ensures that the Visit Leader is a BCC employee.
- Ensures compliance with requirements of Birmingham's Policy and Guidance document 'Learning Outside the Classroom' and **www.oepng.info**.
- Ensures approval, notification forms, checklists and 'Provider Questionnaires' are completed as necessary and appropriately.

## Hodge Hill Girls School; Learning Outside the Classroom Policy

- Ensures that all the procedures outlined in the School policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk management assessments are completed, signed by all accompanying staff and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'Collective Discussion' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Ensures all staff are aware of Educational visits procedures via documentation and Inset sessions, staff training and relevant meetings.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency planning procedures are in place and understood by all staff. Records of all accident reports and near misses are held centrally in Hodge Hill Girls' School by the EVC, Claire Middlehurst. I.e. Education Visit Evaluation forms with 'near-misses' recorded and discussed as appropriate.
- Ensures that procedures are in place should a child not be collected at the end of an educational visit in line with the emergency procedures document provided by the LA in February 2017. This is also set out in our 'Out of hours dismissal procedures policy.'
- Records of all visits are held centrally in Hodge Hill Girls' School by the EVC, Claire Middlehurst i.e. the Risk Management Portfolio for each and every visit which will include lists of all participants, risk assessments, itinerary and programme information.
- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars in liaison with the School Bursar and Business Manager as appropriate). This includes checking that staff attending trips have a valid DBS.
- Ensure records are kept of all monitoring, internal and external monitoring eg with local EVC's (Cluster Groups, neighboring schools etc)
- Review staff evaluations of trips and provide and encourage staff training and CPD
- Ensure an annual review of any generic school/establishment risk assessments and an annual 'Fit for Purpose' review of the School's Policy for Educational Visits.
- Liaises with OEAP as required.
- Liaises with Admin. Team re: GDPR compliancy for related paperwork.

### **Visit Leader, Teaching and Support Staff**

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Head Teacher/EVC, Claire Middlehurst.
- Have a thorough up to date knowledge of Hodge Hill Girls' School Educational Visits Policy and procedures.
- Understand the importance of the 'Collective Discussion' regarding the 'risk assessment' process prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff which is further supported by all accompanying staff signing and adhering to the risk assessment at all times during the visit.
- All staff included on a visit must have a clear understanding of accident/emergency procedures. They must understand what to do in the event of a critical incident and must fully understand and comply with the emergency planning procedures in place.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.

## Hodge Hill Girls School; Learning Outside the Classroom Policy

- The Visit Leader must comply with the emergency procedures in place when a child is not collected at the end of an educational visit in line with the emergency procedures document provided by the LEA. This is also set out in our 'Out of hours dismissal procedures policy.'
- Ensure parents are kept fully informed of visit and extra-curricular arrangements, details and itinerary.
- Plan the visit or extra-curricular activity carefully and carry out risk assessments prior to visit. Ensures that copies of these details are given to the EVC, Claire Middlehurst, in the agreed time.
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible, invite them to take part in the 'Collective Discussion' to promote 'ownership'.
- Collate and check parental consent forms for all pupils or young people with administrative support for this process. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- Complete a Post Visit Evaluation Report and give this to the EVC, Claire Middlehurst. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.
- It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behavior code as set out in the HHGS Behaviour Policy and Professional Learning Standards Policy. Children should be involved in the ongoing risk assessment.
- It must be made clear to all students and parents that electronic devices must never be used to photograph or film a student, member of staff or an accompanying visitor on the school trip without their express permission. Where devices are used to bully, intimidate or harass anyone it will be dealt with severely. Where appropriate for visits and extra-curricular activities, pupils may be given permission to bring their own electronic devices; expectations with regards to usage will be outlined to participating pupils and to parents.
- The Visit Leader has responsibility for whole group and must ensure the following documentation is taken on all visits: all relevant pupil or young person medical and consent information, the risk assessment inc a Plan B, itinerary details, emergency contact details and 'Critical Incident' emergency numbers.
- Copies of these documents must be kept by the Visit Leader, the school/establishment office and a copy of emergency contacts.
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate. Visit leader, in discussion with the EVC, will be aware of procedures for dealing with first aid should no first aider be on the visit.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered and processes in place should there be no first aider on the visit.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.
- At the end of the visit it is the Visit Leaders responsibility to ensure the safe dismissal of both pupils and staff involved in the visit in accordance paying due regard to the 'out of hours' visit dismissal procedures and guidelines.
- Remind visit staff of the need to return all paperwork to the Admin. Office in order to ensure GDPR-compliance.

### **Notes on 'Risk Management' and the Planning and Preparation for Educational Visits**

Thorough preparation for a visit must be undertaken. The EVC (Claire Middlehurst) and the Head Teacher should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

## Hodge Hill Girls School; Learning Outside the Classroom Policy

- Matters of supervision, Provider checks, content of the day's (s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School Charging and Remissions' Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting. Where this is not possible, a contingency should be arranged and communicated to all involved.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc. This process will have been discussed by all visit staff to support thorough planning. Dynamic risk assessments are made as needed.
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the website pages [www.oeapng.info](http://www.oeapng.info).
- Information to support visit and extra-curricular planning is provided on SharePoint, Q drive and by the EVC as required.

### How to undertake a risk assessment and who to submit it to

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to the EVC (Claire Middlehurst) for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments. These may be adapted to support school risk assessment documentation and in line with individual pupil and staff need.
- Ensure a suitable 'Collective Discussion' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff. Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

### **The six main considerations in undertaking risk assessments are:**

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC, Claire Middlehurst. **With more hazardous or unusual visits close contact between the school and the venue/provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice of Head Teacher or EVC, Claire Middlehurst.**

Risk Assessments must be passed on to the EVC, Claire Middlehurst as follows:

- Off-site visits – 2 weeks prior to the visit. (The LA will require at least one month's notification for Adventurous Activities and six months notification for Overseas Visits).



## Hodge Hill Girls School; Learning Outside the Classroom Policy

### During the visit

In addition to measures documented on the Risk Assessment staff should –

- If travelling by coach or minibus, please ensure the driver has Hodge Hill Girls' School contact details
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition, regular head counts should be carried out.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments related to assessment of risks

### After the visit

- A post visit evaluation report should be completed, any accident/incident details recorded and the risk assessment reviewed appropriately.
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC. Claire Middlehurst.

All relevant information and paperwork are accessible in the Education Visits Folder on Sharepoint and in Q.

### **What is 'Out of Hours Learning'?**

This constitutes a learning activity outside normal lessons which young people take part in voluntarily. It is inclusive, embracing many activities, with many names and guises. Its purpose is to improve young people's motivation, build their self-esteem and help them become more effective learners. It aims to enable the pupils to increase their cultural capital, support progress and raise achievement.

### **Our aims and objectives**

- To promote development of the 'whole child' through a range of physical, social, cognitive and emotional experiences.
- To enable pupils to extend their learning beyond the range of the National Curriculum.
- To raise the general level of progress and achievement and build on the work undertaken in school time.

Provision may be targeted in a specific way so as to provide specific opportunities to meet specific needs.

### **Implementation and Provision**

An Assistant Headteacher has day to day responsibility for the OOHL programme.

- Staff must complete a proposal form or curriculum enhancement directed time information request, detailing the target pupils (if applicable) and the expected impact.
- If approved, the Admin. team will create a register template.
- Consent must be obtained for all pupils participating. Pupils may NOT participate without parental consent. Consent forms are produced by the Admin. team only; staff organising OOHL should liaise with Admin. re: consent form requirements. The Admin. team will ensure that paperwork is GDPR-compliant.
- Consent forms explain that parents/carers may telephone School Reception to confirm if their daughter has remained after-school for an activity for which consent has been given; school will NOT contact parents in the event of a pupil not staying in school beyond 2.55pm.
- All consent forms are returned to the Admin. Office for safe storage. Names will be added to the register including information about how the pupil will get home (ie walking or being collected.)
- Staff responsible for activities must ensure that a register has been completed on OneDrive (or SIMS following implementation of 'Period 6') by 3pm, with the activity location detailed. If staff

## Hodge Hill Girls School; Learning Outside the Classroom Policy

change the location of the activity, a note should be left on the classroom door with the new location on to enable pupils to be located quickly if needed.

- Pupils must NOT be left unattended.
- Staff responsible for activities must walk pupils to the Picnic Area at the end of the activity and ensure that pupils leave the activity in line with the information on their consent form.
- Pastoral Managers and a member of SLT are on duty every afternoon after-school to support the smooth running of the programme; SLT will not leave school until all pupils have left the school site in line with the information on their consent form.
- The 'Out of Hours Visit Dismissal Procedure and Guidelines' should be adhered to where pupils are not collected or making their own way home in line with the consent form.
- Parents/carers are advised to read this policy via updates in the school bulletin and statement on the consent form. Should the school communication systems be changed after a consent form has been received, updates will be posted in the school bulletin.

### Behaviour

- Pupils must follow the school's Behaviour Policy and Professional Learning Standards at all times. Failure to adhere to this will result in the member of staff responsible following school procedures for behaviour.

### Resources

- Please speak to the member of staff responsible for leading a subject/faculty to see if there are existing resources which can be used.
- If resources are needed which we do not have, please discuss with the Assistant Headteacher overseeing OOH before completing a proposal form or promoting the activity to pupils.

### Canceling a Club

If a club needs to be cancelled, school staff will:

1. Inform the Assistant Headteacher and Admin. team.
2. Inform pupils and check that pupils are able to contact home if needed; ParentPay may be used to inform parents if necessary.

## 'OUT OF HOURS' VISIT DISMISSAL PROCEDURE AND GUIDELINES

**Out of hours:** For the purpose of these guidelines the EVC has deemed that 'out of hours' means when a visit arrives back outside what may be considered to be an acceptable time after the end of the standard school day or after the end of an after-school activity. HHGS considers this time to be 45 minutes after the stated end time.

As a school we have the responsibility of ensuring that the final stage of an educational visit and the end of an after-school activity are managed safely and effectively.

It is the Visit Leader's – or after-school activity leader's - responsibility to ensure that all pupils and staff are fully aware of the dismissal procedures at the end of the visit in accordance with the following guidelines:

- Prior to the visit taking place, ensure that a reply slip/consent form has been completed by the parent/carer stating clearly how they wish their child to make their way home e.g. with their parent/carer/adult family member, walking independently, using public transportation independently. If the parent/ carer has given permission for their child to go home with another

## Hodge Hill Girls School; Learning Outside the Classroom Policy

pupil/another adult the name of the person collecting their child must be clearly printed on the reply slip. All reply slips must be signed and dated by the parent/carer.

- Prior to the visit, the Visit Leader must ensure that the contact details are accurate for parent/carers so that for example 'ParentPay' / messages reach the correct person.
- On arrival back at school the pupils must remain in the presence of school staff who have accompanied the visit or with other designated school staff. They may only be dismissed when their parent/carer/designated adult arrives. If the pupil has signed permission to make their own way home they may be dismissed from the visit on arrival back at school.
- The designated person collecting the pupil must make contact with the Visit Leader/member of the school visit staff. The Visit Leader must tick off the register list to confirm that the pupil has been collected. The Visit Leader may appoint additional staff accompanying the visit to help support this procedure.
- If the pupils are unable to remain on the coach for example if the coach company needs to depart quickly or there are parking issues the pupils must disembark the coach with all accompanying staff and be taken to a safe place within the school grounds e.g. school front field where the above procedures must then be followed.
- If a parent/carer does not come on time to collect their child, the child in question must remain with staff and the Visit Leader must contact the parent/carer/emergency contact to arrange collection. Under no circumstances should a pupil be allowed to go home on their own (unless given prior signed permission or verbal permission has been obtained at the time by the parent/ carer). Both pupils and staff must follow the collection procedure/requirement as stated on the reply slip which the parent/carer had completed prior to the trip.
- It is the Visit Leader's responsibility to remain at the school site (along with an additional member of HHGS staff) until the last pupil has been safely dismissed from the trip in accordance with these guidelines.
- Failure to collect: in these highly exceptional circumstances procedures must be followed in accordance with the school Safeguarding Policy and the EVC/ member of the School Leadership Team and/or Head Teacher and the Designated Safeguarding Lead would need to be informed and correct procedures followed as set out below:

### Emergency Procedures When A Child Is Not Collected

When a parent fails to collect a child from school or an activity at the expected time, or a parent / carer is not at home to receive the child:

- This will be brought to the attention of the Head Teacher or Designated Safeguarding Lead (DSL). The Head Teacher or DSL will then make every effort to contact the parent/carer or the named alternative carers.
- The DSL will maintain a record of incidents where parents do not collect a child from school or other activities or are absent when the child is transported home. Any child welfare concerns arising out of such incident (s) will be dealt with in accordance with child protection procedures of the school organisation.
- At least two staff should be present until responsibility for the child is handed over.
- If the child has not been collected/received, and it has not been possible to contact a parent or named carer, 60 minutes after the agreed finish time for the school day/activity, a phone call should be made to the Multi-Agency Safeguarding Hub (MASH) via the Children's Advice and Support Service (CASS). (0121 303 1888 or 0121 675 4806 – Emergency Duty Team).

## Hodge Hill Girls School; Learning Outside the Classroom Policy

For further information please refer to the guidance as set out in the Birmingham City Council April 2016 document 'Emergency Procedures when a child is not collected document' as certain key information will be required and procedures adhered to. The document also sets out the steps that MASH will take.

- In making decisions, Social Care Services and the school/organisation will prioritise interim care arrangements that best meet the child's personal and emotional needs.
- If their attempts remain unsuccessful two hours after the end of the school day/activity, Social Care Services will normally make a decision to assume care of the child and arrange for him/her to be taken to a place of safety such as a foster care or residential home.
- Children's Social Care will confirm the arrangements with the school/organisation and with those caring for the child at that time and will provide contact details of the child's placement of the time.

It is essential that the relevant paperwork (as detailed in the appendix at the end of the Birmingham City Council document) is completed and appropriately stored.

**POLICY REVISED: October 2019; to be reviewed October 2022 with ongoing amendments made as necessary.**

***Please note that SchoolComms is being introduced during 2019-20 and this will result in amendments to procedures.***