

## **SCHOOL TRIPS**

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.'

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

### **Aims**

To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

### **Procedure**

#### **Role of the Governing Body**

##### **The Governing Body has:**

- appointed a member of staff to be the Coordinator for Educational Visits (EVC);
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure that the school complies with all health and safety regulations and procedures;
- delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Principal**

##### **The Principal will:**

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose;
- ensure that the EVC and Party Leaders have appropriate training and are sufficiently competent and experienced;
- monitor the effectiveness of this policy;

#### **Role of the Educational Visit Coordinator**

##### **The coordinator will:**

- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and GB;
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- review and monitor;

## Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

## Recommended Adult Pupil Ratios

We will use the following adult pupil ratios:

Early Years	Y1 to Y3	Y4 to Y6	Y7 to Y10
1:3	1:6	1:10	1:12 –15

## Authorisation of Educational Visits

The Principal will:

- authorise all short term or day educational visits;
- seek the approval of the Governing Body and the Local Authority for a residential visit

## Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;

## Planning & Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost

- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

### **Role of Pupils**

Pupils will:

abide by the ground rules and the standards of behaviour for the educational visit  
know which adult is responsible for them  
look after their possessions and spending money

### **Role of Parents/Carers**

Parents/carers will be aware of and comply with this policy

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance

### **Monitoring the Effectiveness of the Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Principal and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

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