

EDUCATIONAL VISITS POLICY

AIM / PURPOSE

The aim is twofold; to ensure that the visit planned is a valuable and worthwhile experience which will add to the social and educational development of students, and that all reasonable steps are taken to ensure the health and safety of everyone involved in the visit.

GENERAL PRINCIPLES

An educational visit is one which has a clearly defined educational outcome. Staff organising visits need to be aware of their legal responsibilities. Organisers have a “duty of care” and must take reasonable steps to ensure the safety and welfare of those involved. Only if the “duty of care” is “breached” and “damage has been caused” can the organiser be accused of “negligence”.

EDUCATIONAL VISITS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Educational visits should add to and consolidate the taught curriculum. Before arranging a visit, preliminary permission must be obtained from the Educational Visits Co-ordinator – the Head – before paperwork is submitted. It is the responsibility of the trip organiser to ensure that the proposed trip fits into the school calendar, that disruption to the normal school working day is kept to a minimum, that staff are informed well in advance and appropriate staff accompany the visit.

In organising such a visit, various items of paperwork need to be consulted and / or completed in order to ensure that the necessary checks are in place. All such copies of paperwork are enclosed. The paperwork is not intended to cause unnecessary administrative problems, but to ensure that all checks such as parental permission, health / diet and risk assessments have been carried out by the organiser. In other words, to ensure that the “duty of care” has been thoroughly understood.

Initial approval for a visit must be sought from the EVC by submitting the EV1 / EV2 form. Once this has been obtained, the EV2/1, EV2/2 forms are completed. Permission is necessary for all visits in the following categories; distant, residential, overseas, adventurous. The parental consent form, PCI, must be completed for all students attending the visit. Other information relating to emergency contacts and summary lists of students and staffing ratios is enclosed. The visit organiser must also complete the “Generic Risk Assessment” form, and include any other risks or hazards which are not included. When the visit has taken place the “Feedback” form must be completed and returned to the EVC.

MONITORING AND EVALUATION

The EVC will monitor the policy and report regularly to the Governors' Personnel Committee who, in turn, have responsibility for reviewing the policy.