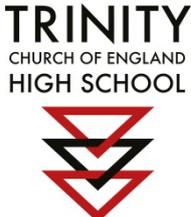


EDUCATIONAL VISITS POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Personnel Committee
	Approved by:	Full Governing Body
	Date approved:	27 th February, 2019
	Next review due by:	End of 2021/22 academic year

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. The student:staff ratios have been taken from Local Authority guidance.

EDUCATIONAL VISITS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Educational visits should add to and consolidate the taught curriculum. Before arranging a visit, permission to be out of school must be obtained from the Deputy Head (Student Support) to determine whether staff absence during the excursion can be covered. Relevant paperwork must then be submitted to the Educational Visits Co-ordinator (the Head). At the planning stage, 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. The recommended staff/student ratio for a local day activity is 15-20:1, although a change to this ratio should be made if the risk assessment requires a higher ratio.

In organising such a visit, various items of paperwork need to be checked and completed, and copies of such paperwork are available on the school's 'Sharepoint'. This is not intended to cause unnecessary administration, 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 and carried out.

Initial approval for any visit must be sought by submitting EV paperwork to the EVC (the Head) 10 working days before the visit is planned to take place. Any overseas trip should be included on the school calendar at the start of the school year so that appropriate 'cover' arrangements can be made. The parental consent form must be completed for all students attending the visit, if prior approval has not been given. The visit organiser must also complete the generic "Risk Assessment" form, and include any other risks or hazards which are not included. Certain educational visits need notification four weeks before departure:

- UK residential visits.
- All foreign visits.

- Any visits involving adventurous activities, e.g. skiing, climbing, etc (For the above three, the PTR is 1:10-12.)

All paperwork needs to be completed and submitted according to the above timescale to the EVC.

MONITORING AND EVALUATION

The EVC will monitor the policy and report to the Governors' Personnel Committee who, in turn, have responsibility for reviewing the policy. Changes to the policy will be ratified by the Full Governing Body.