

# POLICY DOCUMENTATION

## GREAT SCHOOLS ARE CONSISTENT SCHOOLS



<b>POLICY</b>	<b>Educational Visits</b>
<b>RESPONSIBILITY</b>	Vice Principal
<b>LAST REVIEWED</b>	May 2018



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# Educational Visits

## PRINCIPLES

The Academy is committed to extending the experience and achievement of all our scholars in the broadest sense possible; one key element of this is to ensure a variety of residential/outdoor activities and school trips for each scholar.

## AIMS

- To provide of a varied programme of residential/outdoor activities that will both extend the curriculum and develop the scholars' personal and social skills.
- To promote professional competence of all staff participating in the activities.

## PRACTICE

- It is the responsibility of the post of Vice Principal to ensure that the activities offered form a coherent programme of opportunities for all scholars to learn and develop.
- The programme of professional development and training is to offer all staff the opportunity to lead activities successfully and safely.
- All scholars participate in at least two residential experiences; to enhance their personal and social development.
- Clear and positive communication, to all scholars and parents/carers, of this policy and the reasons for scholar participation.
- Risk assessments are carried out by all trip leaders and checked by a member of the SLT.
- The individual completing the risk assessment should understand the risk and is familiar with the activity that is planned.
- Employers, school staff and other also have a duty under the common law to take care of scholars in the same way that a prudent parent would do so.
- Trips abroad need further consideration and trip leaders need to consider their duties under the health and safety law.
- Employers should report to the HSE any accidents which result in death, specified injuries, over-7-day injuries or where there someone is taken to hospital.
- When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- Written consent from parents/carers is not required for visits organised by school during usual school hours and are a normal part of a child's education. However, parents/carers should be told where their child will be at all times and of any extra safety measures required.

## Educational Visits Guidelines

- All residential/outdoor visits must be approved by the Principal and agreed by the Data Administrator.
- The leader should be fully conversant with Academy procedures for running the trip.
- Any queries about procedures or assistance with planning should be made to the Educational Visits Co-ordinator.
- A full risk assessment must be carried out whilst taking into account both the activities undertaken and the scholars attending.

- The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- Remember the aims of risk assessment are to enable scholars to undertake activities safely, rather than prevent activities taking place.
- scholars attending should be “vetted” by the relevant Head of Year and SENCO. Suitable management structuring should be put into place for those deemed to be more at risk.
- No scholar should be prevented from attending a trip, unless in negotiations with the Vice Principal, Head of Year or SENCO, it is deemed to be in the best interests of the scholars’ education not to go, or they present an unacceptable risk to themselves or others.
- The leader(s) must fulfil the Academy requirements for competency to lead and if necessary have suitable experience/qualifications.
- The leader should carry a first aid kit and a first aider has to be readily accessible at all times.
- All staff have a responsibility to look after their own and others’ health and safety.
- Any injury to or death of a member of staff or child outside Great Britain may be subject to the law of the land the injury /death occurred in.

## **Further sources of information**

[The Management of Health and Safety Regulations 1999](#)

[The Adventure Activities Licensing Regulations 2004](#)

[Health & Safety Executive Information about reporting injuries](#)

[Health and Safety Executive, information on a range of health and safety issues](#)

[Outdoor Education Advisers’ Panel, information on ‘school trips’ \(not just outdoor activities\)](#) [CLEAPSS Advice on science safety](#)

[Association for Science Education, for advice on science safety](#)

[Association for PE, for advice on safety in PE and school sports](#)

[Council for Learning Outside the Classroom, information on ‘school trips’ including accreditation](#)