

School Trips, Visits and School Journey Policy

Date:	September 2014	Review Date:	September 2015
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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 or a visit lasting several days at a residential educational centre.

We will ensure that we comply with all DfE and Local Authority documentation before any educational visit is authorised.

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	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ appointed a member of staff to be the Coordinator for Educational Visits (EVC);▪ Mrs Kathy Glass▪ nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB;▪ responsibility to ensure that the school complies with all health and safety regulations and procedures;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher	<ul style="list-style-type: none">• The Headteacher will:<ul style="list-style-type: none">▪ be responsible for the sanctioning and authorizing of all educational visits;▪ ensure that the EVC and Party Leaders have appropriate training and are sufficiently competent and experienced;

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Role of the Educational Visit Coordinator	<ul style="list-style-type: none"> • The EVC will: <ul style="list-style-type: none"> ▪ undertake appropriate training and is competent and experienced to undertake the role; ▪ 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;
Role of Party Leaders	<ul style="list-style-type: none"> • Party Leaders will complete the following Visit Plan before any visit is authorised: <ul style="list-style-type: none"> ▪ a Risk Assessment(s) based on a pre-visit; ▪ the nature, purpose and length of the visit; ▪ accommodation details; ▪ the year group and pupil numbers; ▪ pupil names; ▪ contact details; ▪ emergency contact details; ▪ parent consent forms; ▪ medical records; ▪ the number of adults; ▪ CRB checks of parent helpers; ▪ adult pupil ratio; ▪ insurance; ▪ costings of the visit; ▪ coach firm and contact details; ▪ travel arrangements; ▪ itinerary of visit; ▪ medical and first aid; ▪ school mobile phone; ▪ emergency procedures;
Risk Assessment Procedures	<ul style="list-style-type: none"> • Risk Assessments will be completed on preliminary site visits and will cover: <ul style="list-style-type: none"> ▪ 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?

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	<ul style="list-style-type: none"> ▪ 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 of transport will be undertaken.
Adult Pupil Ratios	<ul style="list-style-type: none"> • We will use the following adult pupil ratios: <ul style="list-style-type: none"> ▪ Early Years 1:3 ▪ Y1 to 3 1:6 ▪ Y4 to 6 1:10
Authorisation of Educational Visits	<ul style="list-style-type: none"> • The Headteacher will: <ul style="list-style-type: none"> ▪ authorise all short term or day educational visits; ▪ seek the approval of the GB and the LA for a residential visit
Role of Parents	<ul style="list-style-type: none"> • Parents will: <ul style="list-style-type: none"> ▪ be informed of all educational visits by the school; ▪ complete a parental consent form before their child attends an educational visit; ▪ 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; ▪ be subjected to a Criminal Records Bureau Check before they take on the role as a volunteer helper/supervisor on an educational visit; ▪ undertake training in the above role
Training	<ul style="list-style-type: none"> • The EVC will: <ul style="list-style-type: none"> ▪ undertake training organised by the LA; ▪ train all Party Leaders and volunteer helpers
Effectiveness	<ul style="list-style-type: none"> • We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:		Date:	
Chair of Governing Body:		Date:	