

EDUCATIONAL VISITS GUIDELINES

Version: 1.1
Approved: 3 October 2017
Reviewed: October 2020¹
Next review: October 2023
Co-ordinator: Andy Fisher

Rationale

The aim of these guidelines is to provide staff and governors with clear guidelines for the safe planning and organisation of school trips and other offsite activities.

Purpose

School visits provide a valuable means of enriching the curriculum and promoting and extending the interest and enthusiasm of students and enhancing their social development.

When planning any offsite visit, staff should seek to identify a venue or experience that provides the maximum educational benefit to students and which fulfils the identified aims of the visit in the most effective way.

When arranging visits offsite it is essential to acknowledge the hazards that may exist and to plan carefully in order to minimise the risks involved. Although it can never be guaranteed that problems will not arise or that accidents will not happen, it is nevertheless vital that all reasonable care is taken in the planning of offsite visits and that it can be shown at all stages that this has been the case.

The procedures incorporated within this document are designed to ensure as far as possible the highest standards of safety of participants in offsite activities and to support staff members in organising such activities by providing a framework for planning and assessment of risk which accords with good practice and Government guidelines. It is recognised that it is necessary for the guidelines and visits paperwork to be continually reviewed and updated to take into account current and any changing considerations concerning planning and safety.

Implementation (Roles and Responsibilities)

This document has regard to the DfE guidance 'Health and Safety Advice for Schools' which is available via: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> and also follows recommendations at: <https://www.gov.uk/foreign-travel-advice>.

The School Business Manager (SBM) has delegated authority as the school's Educational Visits Co-ordinator (EVC). The respective trip leader has responsibility for the effective planning of any trip and completion of all key documentation. The EVC is responsible for providing the necessary guidance and paperwork support in order that all trips can be planned appropriately and safely.

All school trips will be led by suitably experienced members of staff who will be responsible for pupils' safety and behaviour on the trip. The trip leader will seek permission from their line manager for the trip, which will be granted once an educational value has been established, a check has been made that there is capacity within the school staffing structure to cover staff intending to undertake the trip, and there are no clashes with other key school activities. At this point all appropriate planning and risk assessments have been completed. Any out of county or residential trips must also be approved by the Headteacher and SBM. If not enough voluntary contributions are achieved then the visit may not take place.

¹ Reviewed without change
Hold fast that which is good

Trip guidance and documents

1. Guidance on planning and implementing an educational visit can be found at: <H:\Visits\Trips and Visits\Checklist and documents for visits>.
 2. Key documentation for every educational visit for completion by the trip leader can be found at: <H:\Visits\Trips and Visits\Checklist and documents for visits\2. Visit documents>. These documents include an initial planning sheet, a Parental/Guardian letter template, consent form, insurance document, trip leader visit planning form, emergency contact information sheet for both staff and students, a risk assessment template and pupil checklist.
 3. All staff attending a trip will have been DBS checked and any volunteers will be 'buddied' with the trip leader or other staff to ensure they are not alone with any pupils. A first aider where possible will attend the trip.
 4. Ratios of staff to pupils will be age and location appropriate, but an ideal is 1:15 or better. For residential trips 1:10. Increases in any ratios are by agreement with the EVC and/or Headteacher.
 5. Where practical a male member of staff will accompany trips with male students and likewise for female staff and students.
 6. Some post-16 students may be permitted to travel and attend events independently (e.g. open days and revision courses).
 7. All pupils will be briefed about the trip and the need for good behaviour. Pupils with special or medical needs will be prepared for the trip and appropriate information shared with parents.
 8. Parents will receive the document that outlines the details of the trip and their written permission will be sought.
 9. Transport to, from and during the visit will be risk-assessed and planned to include alternative arrangements should the initial transport plan fail.
 10. Each school trip will carry appropriate insurance cover.
-

Links to other policies/documents

- Emergency Plan
- Health and Safety Policy
- Risk Management Policy
- Student Behaviour Management Policy