



The Eden School

School Trips and Educational Visits Policy

Purpose:	To ensure that all adults in the school conduct educational visits that ensures the safety and wellbeing of students. To acknowledge our commitment to ensuring that the school provides adequate training, support and supervision to encourage staff to take children out on field trips and educational visits safely and to minimise risk of harm
Approval Body:	The Eden School Board of Governing Body
SLT Lead Person:	Lyndon Woods
Lead Governor for Policy:	Mrs Lynthia Grant
Date of Approval:	September 2008
Last Review Date:	March 2020
Next Proposed review Date:	March 2021

The Eden School welcomes the opportunities provided for students through school trips and visits. This policy intends to set out clearly the procedures and responsibilities of all parties involved to ensure that maximum benefit is achieved in a safe, well managed and coordinated programme of activities.

Aims

The purpose of the school trips/ visits is:

- i) Curriculum enrichments and extension
- ii) To provide opportunities not available in the classroom
- iii) To develop independent learning

Roles and Responsibilities

- I. **The Head Teacher** is responsible for approving all trips and visits including monitoring and oversight of the whole school annual programme.

II. Educational Visit Coordinator

At The Eden School, Educational Visits are coordinated by the Business Manager – Mr Lyndon Woods and are overseen by the Head Teacher.

The Educational Visits Coordinator has responsibility for:

- Ensuring that an appropriately trained and experienced Group Leader is assigned to lead the trip competently.
- Ensuring that parents/person with parental responsibility have been provided with details of the trip/visit and have given parental consent.
- Ensuring that there is an emergency contact number for the Group Leader at all times.
- Monitoring all trips and visits and keeping records of individuals including reports of accidents or 'near accidents'.

III. The Group Leader

The Group Leader has overall responsibility for the trip and must:

- Take responsibility for student behaviour and conduct at all times during the visit.
- Have an understanding of safeguarding Child Protection issues
- Carry out risk assessment, including an exploratory visit if necessary
- Plan and prepare the trip including briefing staff, students and parents according to school procedures.
- Ensure that adequate First Aid is available at all times – includes a suitably stocked first-aid box and a **suitable qualified first aider**.

Staffing

Staffing should normally be in the ratio of 1 to 15 with a minimum of two staff for day trips. The Head Teacher only may vary this according to the activity, age, group, location and particular circumstances.

Process for the approval of visits

- The Educational Visit Coordinator should be informed of the trip with the relevant paperwork at least six weeks before the planned visit for day trips. (Appendix 1 – Trips request form).
- SLT will discuss and agree (or not) the trip and written permission will be given by the HT (Appendix 4).

- The group Leader must inform the Deputy Head Teacher responsible for cover of the date of the trip in good time so that arrangements are put in place for the Teacher's classes to be covered where necessary.
- The parents' consent letter must be sent out in good time. (Appendix 2 – Letter to parents)
- A risk assessment must be conducted by the Group Leader (Appendix 3- Risk Assessment) at the earliest opportunity but at least 1 week before the trip commences.
- Trips on Saturdays should be in keeping with the seventh day ethos. Sabbath day visits linked to the church are acceptable. For all other visits the Head Teacher will use her discretion.

All forms are attached to this policy and all are available from the staff room or the school office.

On the day of the trip a copy of the student register with details of the time of departure and return should be left with reception and the Educational Visits Coordinator (Summary of information Appendix 5)

The contact number for group leader with all accompanying staff should be left with reception, the HT and the Educational Visits Coordinator.

Residential trips

At least one term's notice is required for all residential trips within the United Kingdom. Trips abroad will require at least a year's notice. These should follow the agreed procedure but adequate time must be available to inform the Governing Board. All residential trips must have the signed agreement of the Chair of Governors.

Insurance forms must be completed prior to embarking on the trip. These are available from the office.

Evaluation

The group Leader must complete an evaluation of the trip/ visit (appendix 6) within one week of returning from the trip.

Risk Assessments/ Planning and Safety

Clear planning, risk assessments and safety awareness are an essential aspect of Trips and Visits. Group leader must complete all sections of the trips request form with careful thought and consideration.

Parental consent

- I. **Letter to parent/carer.** Parent must be informed in writing of the aims and details of the trips as set out in the Trips request form (appendix 1). A sample letter is available for use (appendix 2). Relevant student information must be available before the trip commences – see appendix 3.
- II. **Donations.** Parents can be asked for a voluntary contribution for any trip taking place during school hours. Students must not be excluded from a trip if payment is not forthcoming but a trip may be cancelled by HT if enough voluntary contributions have not been received. Where a trip is considered to be an 'optional extra', parents may be charged.
- III. **Collection of donations.** The Admin Assistant with responsibility for trips will make arrangements for collecting money from students and parents. In some instances parents will be asked to demonstrate their commitment to the trip and to secure the place for their child through the down payment of a non-refundable deposit.
- IV. **Parents meetings.** At least one parents meeting must be held for any residential trip in order to explain the plans for the trip and procedures leading up to the date of leave and return and all safety aspects to parents.

Trips and Visits- procedure for planning a school trip or visit

Overview of all planned trips and visits discussed and agreed by SLT
September



Trip pact (appendix 1, 2,3) to be prepared by Group leader and presented by Group; Leader and presented to Co-Ordinator
At least 3 weeks prior to trip



Trip discussed and agreed by SLT
HT to confirm trip with co-ordinator and group leader
(Appendix 4)



Final detail to be completed (appendix 5) and communicated to staff and SLT
(Only when Permission slips have been received can students' names be added to this list)
At least one week prior to trip



Day trip
Student register left with reception and co-ordinator
Contact number for group leader with accompanying staff and with reception, HT and co-ordinator



Evaluation – appendix 6
Completed by Group Leader
Within 1 week of trip returning to school

