

Policy

Educational Visits

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Our Purpose

The work of the school is the spiritual, moral, intellectual, aesthetic and physical development of each pupil. It seeks to put Christ at the centre of every activity, worship, learning and service to others.

This policy was adopted by the Governing Body

Signature:

A handwritten signature in black ink, appearing to read 'R Lavery', written over a horizontal line.

Mr R Lavery, Chair of Governing Body

Date:

7/12/2011

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1 Policy Statement

St. Mary's Catholic High School recognises the value of off-site visits for pupils as an enrichment to their studies and to their personal and social development. Such visits can strengthen pupils' sense of belonging to the school and help generate positive relationships with their teachers and peers.

It is the responsibility of the School's Governing Body to ensure that such visits conform to this policy and to the LEA requirements. The Headteacher is responsible for implementation of the policy and on a day-to-day basis through the Educational Visits Co-ordinator (EVC).

2. Arrangement and Notification

- 2.1 Proposals for visits will state the educational purpose of the visits, its aims and objectives and how it conforms to the school's curriculum aims.
- 2.2 The school has adopted Leeds City Council's approved on-line 'EVOLVE' system for the recording and notification of all school visits.
- 2.3 Trips that have not been scheduled in the school calendar must first receive approval prior to any firm bookings being made. A Diary Form must be completed preferably two months before the date of the proposed visit. The form should be returned to the Senior Deputy Headteacher who is responsible for the school calendar. Failure to get agreement from the Senior Deputy Headteacher could result in the visit being cancelled.
- 2.4 EVOLVE must be completed in full for all visits and submitted to the EVC for initial approval and authorisation.
- 2.5 Parents must be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form, provide emergency contact numbers and all relevant medical details.
- 2.6 Where coach or minibus travel is used it must be in accordance with the School's procedure and the LEA regulations.
- 2.7 For any visit, adequate insurance cover must be in place and staff should check that this is so eg adventurous activities.

3 Organisation and Responsibilities

- 3.1 The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Headteacher will agree with the named EVC the duties delegated to the EVC.
- 3.2 Approval of all visits will be undertaken by the Headteacher.
- 3.3 Approval of visits which include an overnight stay or an adventurous activity will be forwarded via EVOLVE to the LEA Health and Safety Team for final approval.

4 Group Leader

- 4.1 The Group Leader will comply with the requirements outlined in the LEA Educational Visits Code of Practice.
- 4.2 The Group Leader will ensure that 'EVOLVE' is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

- 4.3 The Group Leader will ensure that all parents of children on the trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 4.4 The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 4.5 In the event of a serious incident, the Group Leader will inform their school emergency contact, who will in turn recourse to the Serious Incident Policy.
- 4.6 The Group Leader will ensure that the school's Alcohol Policy is adhered to during school visits (no alcohol to be consumed by staff or students on any visit).

5 Other Staff Participating in Visits

- 5.1 All staff assisting in visits will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 5.2 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Group Leader.

6 Financial Arrangements

- 6.1 The Group Leader should check costings for the visit with the Finance Officer once the visit has been approved.
- 6.2 Financial arrangements for activities should reflect the Governors' Charging Policy.
- 6.3 When requesting any form of payment, staff are to follow the school's money handling guidelines.