

**Shenfield High School**

**Educational Visits Policy**

January 2014

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| Adopted by Finance and Premises: | 7th February 2014 |
| Ratified by the Governing Body on: | 7th February 2014 |
| Review Date | January 2016 |

**Educational Visits Policy**

**1. Introduction**

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that staff read this policy before contemplating or organising any educational trip or visit to be made by students.

**2. Reasons for Visits**

2.1 All schools are required to offer students a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all students, regardless of social background, race, gender or differences in ability.

**3. Gaining approval for a trip**

3.1 **Governors**

 As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits. The Governors delegate the EVC the responsibility to approve visits.

3.2 **The Educational Visits Coordinator (EVC)**

3.2.1 Should ensure the suitability of all staff appointed to the visit.

3.2.2 Should ensure that the visit leader fully understands their responsibilities.

3.2.3 Should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

3.2.4 That a suitable risk assessment has been completed.

3.3. **Residential or Adventurous Trips**

3.3.1 For residential or adventurous trips approval from the Local Authority is required.

3.3.2 An online risk assessment will need to be completed at [www.evolve.edufocas.co.uk](http://www.evolve.edufocas.co.uk) full details are available in the schools trip pack.

3.4 **The Trip Leader**

3.4.1 Should obtain and complete a trip pack. Getting approval from the Deputy Headteacher, the Cover and Calendar administrators and the Finance Department before requesting a meeting with the EVC to discuss the visit and obtain authorisation.

**4. Visits and staffing**

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

**5. Insurance Provision**

Staff should be aware of the school provision for insurance. Current insurance details are contained in the Trip pack.

**6. Emergency Procedures**

* + 1. All leaders must carry Emergency Telephone contacts.
		2. On return, the visit leader must comply with the school’s normal accident reporting procedures if necessary.