



ST PETER'S SCHOOL

EDUCATIONAL VISITS

and

OUTDOOR ACTIVITIES

POLICY

2018

Rationale

The Governors and Staff of St Peter's School believe that off-site visits and outdoor activities broaden and develop teaching and learning experiences that are not available in the classroom. Off-site visits and activities provide opportunities for the enhancement of learning across the curriculum. We recognise and accept our responsibilities to provide, so far as is reasonably practicable, appropriate arrangements for the safety and health of Staff, Students and other adults participating in educational visits. In discharging its responsibilities the Governing Body will operate within the framework set out in statute*.

To support the work of Staff and Students the School has incorporated the Bournemouth Borough Council Education Directorate – “Off-site Visits Guidelines” and the (DfEE/DCSF)/DfE – “Health and Safety of Students in Educational Visits” guidance documents into its policy. Teachers planning and undertaking visits will have access to these documents and be able to use them to further develop their knowledge and understanding.

1. Aims

We aim to:

- Enhance the curriculum with practical experiences.
- Develop the students' personal, social, physical, cultural, spiritual and environmental awareness and skills.
- Balance the benefits and value of educational visits with the need to limit disruption to the normal working day and the impact their absence from school may have on the students' and teachers' other lessons

2. Procedures (Refer to Appendix A)

2.0 Teaching Staff will take responsibility for planning, leadership and participation in off-site visits. Organisation will take place in accordance with the school policy for off-site visits, using current advisory documents. (In particular, the Bournemouth Borough Council – “Off-site Visits Guidelines”.)

2.1 The recognition of the costs of administration and supply cover need to be built into the overall charges that will be made to students who will be taking part in the off-site visit, in line with the Governors' Charging Policy

2.2 When planning and undertaking the visit specific procedural stages must be followed. (Which includes the appropriate training of Instructors and other staff) An overview of these stages is shown in a “Procedures for Off-Site Visits”. (See Appendix A).

Particular attention will be paid to the following:-

- a) comprehensive arrangements for the assessment of risk
- b) the use of accredited transport providers and tour operators in all travel arrangements;
- c) detailed planning for responses to emergency situations;

2.3 Planning should start with the appropriate research on the use of accredited and licensed venues for all visits; and the collection of data to enable a proposal to be made to the Head Teacher and Governing Body plus the Local Authority in the case of Residential Visits, seeking approval in principle. There should be no financial commitment made on behalf of the school until approval is received.

2.4 The group leader must ensure that all Parents/Carers of the Students participating in off-site visits have signed the permission slip stating that they agree that their son or daughter will be bound by the Contract For Educational Off-site Visits. The group leader/school must ensure there is a provision of failsafe communication systems between the School Party, the School and Parents/Carers;

3. Residential Visits

3.0 To facilitate this process the 'Request for School Calendar Event' should be completed.

3.1 After approval in principle and a period of subsequent planning, as detailed in "Procedures for Off-Site Visits" Appendix A, the second stage Forms R1 and Form 5 must be completed along with a Risk Assessment covering the whole time the students are off-site. These must then be submitted to the EVC 10 weeks before the visit. The EVC will submit the R1 and the Form 5 to the Head Teacher and Governors for approval.

3.2 Residential visits must be approved by the Outdoor Education Advisor at Bournemouth Borough Council. For this purpose Form 5 will be forwarded by the EVC to the Advisor at least 4 weeks before the proposed visit. On gaining LA approval and after the completion of further staged planning as detailed, final planning can be completed. The visit can now take place followed up with the completion of the post-visit evaluation form and financial statement.

4. Non-Residential Visits

4.0 To facilitate this process the 'Request for School Calendar Event' should be completed

4.1 Shorter visits (within one day) must then be planned in entirety, culminating in the completion of the NR1 form. This must be submitted to the EVC along with the Risk Assessment 5 weeks before the visit. The EVC will submit the NR1 to the Head Teacher and the Governors. After "Final Approval" by the Head Teacher, the visit can now take place followed up with the completion of the post-visit evaluation form and financial statement.

5. Principles

5.0 In accordance with the school Equal Opportunities Policy, every effort will be made to ensure that all Students are included in all off-site activities for their age group. Students and staff with special educational / medical needs will be planned for, supported and included as appropriate to the circumstances. The trip leader may request financial support for pupils who qualify for Pupil Premium direct from the PP Coordinator. In the case of 6th form Students, application may be made via the School Bursary Scheme for support.

6. Assessment and Recording

6.0 Post-visit evaluation will be undertaken by Staff and Students. A copy of the evaluation will be passed to the EVC for signing. This information will be kept by the EVC to inform future planning.

7. Finance

Staff should inform the Finance Office of any impending activity which will involve collection of money from students as soon as the trip is agreed in principle. This will allow the Finance Office to plan their time and to ensure that other staff are aware of

cash handling procedures prior to any letters going out to Parents. The Finance department will set up the information on Parent Pay, the online payment facility to ensure it is available once letters are released.

All activity costs must be calculated and authorised by the trip leader prior to the School making any financial commitment and must follow the Charges and Remissions Policy. The charge to parents should include any Supply cover required, travel (including minibus), entrance/activity costs, meals and any overnight accommodation costs and any other anticipated costs.

A list of all payments made by students will be checked and recorded within the Finance Office and made available via the shared drive to staff. Pupil premium (PP) students may be able to obtain assistance with payments – requests are to be referred to the Assistant Head responsible for PP for a decision. 6th formers may be able to request assistance from the Bursary Fund and should approach the 6th form office for advice/application. The Governors will consider any specific hardship cases which do not qualify under the above schemes – application is via letter to the Clerk of Governors and should state the nature of the activity and the level of parental payment that can be made.

If cash is required by staff to cover petty cash needs during the trip, they must supply receipts which cover all costs once they return. Any balance must be returned to the Finance Office promptly on return to School.

No School trip should run at a loss. If sufficient payments are not received, the activity should be cancelled. Parents must be made aware of this on all initial correspondence. If a loss is revealed after the trip, the departmental budget will be required to cover the shortfall.

No School trip should run at a large profit – where a balance is remaining, refunds in excess of £10 per student must be made to parents/guardians. Balances of less than £10 per head may be retained by the School.

8. School Visits Record

8.0 A record of visits will be kept and maintained which is available to Staff. It is available from the EVC.

9. Development Plan

9.0 A plan for training will be established to ensure that Staff are able to administer appropriate first aid; and that appropriate knowledge, skills and leadership are developed in addition to any training required for students that are involved in the activity.

10. Review

10.0 The Policy will be continuously monitored by the School Co-ordinator for outdoor activities, field trips and educational visits and it will be reviewed regularly.

Updated: November 2017

Updated: March 2018

Note: this policy should be read in conjunction with the Health & Safety Policy of the Governing Body

*Statute

Health & Safety at Work Act (1974)

Management of Health & Safety Regulations (1999)

Children Act (1989)

Occupiers Liability Acts (1975 & 1984)

Activity Centre (Young Persons' Safety) Act (1999)

The Protection of Children Act (1999)

Equality Act (2010)

Approved by Finance, Resources & Premises Committee: 27 June 2018

Ratified by Full Governing Body: 18 July 2018

Due for Review: June 2021