

## EDUCATIONAL VISITS POLICY

***This policy is applicable to Senior School Pupils only***

*This Policy is available on the College website, or upon request from the School Administration Office.*

### 1. **Introduction**

Extra-curricular activity is a vital part of our programme. Staff at this School organise and lead a significant number of visits, including visits to other schools; students have access to a wide variety of places and experiences and their education is enriched as a result. Staff and students also derive great enjoyment as well as value from visits and we believe that enjoyment is a very important part of a student's education. However, safety is of paramount importance. The aim of this Policy is to provide a framework within which these activities may be encouraged rather than constrained.

This policy is the result of various discussions and publications and advice given by DfE (including *Health and safety: Responsibility and Powers* (2001) and *Health and Safety of Pupils on Educational Visits* (HASPEV 1998), KEC and ISI. More recently it has been updated in the light of the DfE document *Health and safety: Advice on legal duties and powers* (Feb 2014)

Organising a school visit is a very serious responsibility and it is vital that staff understand and observe the School guidance on visits.

For extra-curricular activities, the following procedures will apply. They are:

- a) Reasonable notice to Common Room;
- b) Permission from parents/guardians (except for sports matches and CCF Field Days);
- c) Completion of appropriate forms where necessary.

This policy should be carefully studied and particularly the items relating to supervision.

### 2. **Involvement of Head of College & Governors**

The Governing Body of St Lawrence College is supportive of the inclusion of educational visits in the school curriculum.

As part of its responsibility for the general conduct of the school the governing body has:

- Ensured that guidance is available and followed to inform the school's policy on Educational Visits. This includes full parental consent, investigation of parental complaints and discussing and reviewing procedures including emergency plans/systems;
- Ratified the Educational Visits policy;
- Assured itself that the appropriate risk management procedures are in place.

It is the duty of the Head of College and the Governors to ensure that the St Lawrence College policy on School Visits is observed and reviewed at regular intervals.

The role of the Head of College is to ensure that the School Policies are implemented and that all activities are properly planned, appropriately supervised and risk assessed by a competent person.

In particular, to ensure:

- that an EVC within the staff is appointed and that tasks are delegated to the EVC as appropriate;
- that the visit leader is appropriately experienced and a competent staff member;
- that the suitability, number and competency of all adults accompanying or instructing is appropriate;
- that adequate child protection measures are in place;

- that proper and effective support structures are in place in the event of a difficulty or emergency, including means of contacting the School;
- that appropriate insurance cover is in place;
- that visits are evaluated to inform future visits.

The role of the Governing Body is to ensure that guidance is available and followed (from DfE) to inform the school's policy, practice, and procedures relating to health and safety of students on Educational Visits.

Particularly:

- ensure that a policy exists for the co-ordination of visits and their effective and safe management;
- assure itself that the appropriate risk management procedures are in place;
- determine what types of visits may require their specific attention or notification;
- determine its procedures in responding to a major emergency (Critical Incident Plan).

In most cases, the Governing Body's role is to ensure that the school has effective systems in place to enable the Governing Body to feel confident that the various requirements can be met.

Further, to ensure that the Principal and EVC have taken all reasonable and practicable measures to include students with additional educational needs or medical needs on a visit.

This policy will be reviewed in accordance with the Policy Review Schedule

