

## Educational Visits Policy

### 1 Statement of principle

The Staff and Governors of Stepney Green Maths, Computing & Science College believe that all students should be able to participate in a variety of off-site learning opportunities and residentials whilst at school. We believe that these learning opportunities are an enriching experience for all and that every student, whatever their means, should have the opportunity to go on at least one trip each year from Years 7 – 13.

### 2 Aims

*Off-site and residential visits should meet all or most of the following criteria:*

- a. An element of experiencing a different environment from the urban community in which Stepney Green is set, to encourage self –reliance.
- b. An opportunity for personal development.
- c. An opportunity to learn more about being part of a team.
- d. A range of opportunities at a variety of costs, with the emphasis on trips which offer ‘value for money’.
- e. Curriculum relevance – whether in outdoor pursuits, PSHE or subject based study.

### 3 Routines

- a. Before any trip can be organised it is essential to follow the planning procedures (See Section 5)
- b. Once a trip has been authorised, the trip leader must complete the compulsory forms for the trip (SV1, SV2, SV3, SV5 & SV6, SV10, SV11 – Day Trips 7 SV7, SV8, SN9, SV10, SV11 - Residential).
- c. Once the compulsory forms have been received by the SLT in charge of trips, the Head teacher will need to authorise that the trip can proceed and sign the SV1 form.
- d. If there are any major changes to the advertised itinerary (e.g. significant flight delays etc.) then the party leader MUST contact the named SLT to advise of the enforced changes at the earliest possible opportunity.
- e. It is the Head teacher who will have an overview of the trips and decide whether or not a trip can proceed.
- f. Staff are reminded that all outdoor activity centres must be vetted prior to booking before any residential trips take place. Also, the students and parents must be fully briefed about expectations and details about the residential must be given in writing to both Parents and the Head teacher.
- g. The Head teacher will inform Governors of all Residential trips.

### 4 Staffing

#### 4.1 Staffing Ratios

- a. The ratio of teachers/adults to students should be 1:15. There must always be two members of staff for any visit even when student numbers are below 15.
- b. Trips that include SEN students must have a minimum ratio of 1:10.
- c. Overnight trips in the UK and Abroad must have a minimum of two staff and a ratio of 1:10.

#### 4.2 Staffing for Residentials

- a. Should be someone who has the appropriate skills, knowledge, experience needed for the content of the residential.
- b. Must have access to a First Aider.
- c. Should reflect the gender balance of the party (6<sup>th</sup> Form).
- d. When possible, include one member of staff with a responsibility point.
- e. Reflect staffing from the appropriate year/curricular content of the residential.

#### 4.3 Day Trips

- a. Should include the member of staff who has completed the compulsory forms for the trip
- b. Where possible, be members of staff that are able to minimise cover implications
- c. Must have access to a First Aider

#### 4.4 Staffing for Enrichment Trips

- This will be organised by the Assistant Head i/c Enrichment Trips.
- Each member of staff will be assigned to a specific group of students.
- Must have access to a First Aider

### 5 Planning a Trip

#### 5.1 General

- All visits involving students going out of school should have clear educational and curricular aims. These should be discussed with the Deputy Headteacher i/c of visits, Head of Year and Head of Faculty/Department before proceeding to organise the visit.
- The Headteacher's permission is required before preparing for any school trip or journey taking place outside the school grounds. This permission is only provisional and will be confirmed once a full RISK ASSESSMENT has been completed and handed to Deputy Headteacher i/c of visits. This information is necessary in helping to make an informed decision about the trip/visit. A trip/visit will not be allowed to go ahead if the risk assessment has not been completed.
- Discuss your plans with the Deputy Headteacher i/c of visits, in the normal course of events four weeks (day visit) before the proposed visit. For visits of longer duration, plans should be discussed at least three months in advance.
- When a visit is agreed in principle, it is essential that the procedures are followed. These procedures apply to all visits and trips of whatever duration.
- Complete a full RISK ASSESSMENT before proceeding further.

- 5.2 If the trip/visit is agreed, complete a School Visits Form – choose either the Day Visit Form or the Residential Trip Form (found on 'O' drive, whole school resources, Trips & Visits).

One member of staff must be designated teacher-in-charge.

- 5.3 Once permission has been granted a letter needs to be drawn up for parent/carers (See SV4). This letter should include:

- Details on the nature of the trip.
- Dates and times of the trip.
- Itinerary for the trip, mode of transport, accompanying staff.
- Special requirements e.g. clothing, food, spending money, medicines.
- Cost.
- Travel arrangements.
- Dismissal arrangements.
- Arrangements if students return from trip outside school hours
- Passport/E11 information if abroad
- Information on insurance
- Reminder that students who are on a trip during school hours must be in school uniform, unless it is a residential or outward bound activity based trip.
- Disclaimer.
- Reply slip giving permission to allow their child to go on the trip.
- Emergency contact numbers.

- 5.4 Ensure parent/carers consent forms have been obtained from all parent/carers.

- 5.5 Ensure all students have been checked by the Key Stage Co-ordinator/Asst. Key Stage Co-ordinator.

- 5.6 It is essential that medical information is collected from parent/carers and that contact numbers are provided. If these are not forthcoming, then the student should not be included on the trip.
- 5.7 Publicise the trip in the weekly Staff Bulletin. It is essential that a complete list of students is included two weeks before the visit and also in the week of the visit.
- 5.8 A list of names of students involved in any trip should be posted on the staffroom noticeboard, a copy given to the school office and a copy to the Deputy Headteacher i/c of visits. The leader of the party must also take this list, together with medical details and contact numbers with them. The leader must also take the contact number of the Deputy Head i/c of visits if the trip is not returning before the close of the school day.
- 5.9 Before the trip students should be made fully aware of the conditions and rules that will apply. It is likely that a meeting will have to be called for all those students who will be going on the trip. For some trips it is advisable to organise a parent/carers meeting to provide all the necessary information.
- 5.10 For residential trips a full list of the following must be provided:
- Activities taking place
  - Requirements in terms of learning
  - Location of where the students will be staying
  - Contact numbers
6. Payment
- No student should be excluded on the grounds of cost
  - All payments should be made through 'parentpay'. Members of staff MUST NOT collect money for any trips.
7. School Minibus
- If the school minibus is needed, availability needs to be checked with the School Bursar. It needs to be booked at least two weeks in advance.
  - It is essential that any person who will need to drive the minibus has passed the Borough Minibus Test.
  - It is essential that there are two adults in the mini bus at all times.
8. School Meals
- Inform the Bursar if the school meals service will be affected by your trip and whether you will require packed lunches. This should be done at least two weeks before the visit.
9. School Uniform
- School uniform must be worn for all visits unless this is inappropriate e.g. on an outward bound activity trip.
10. Health & Safety on the day of the trip
- During all visits, the safety and welfare of students are the responsibility of staff accompanying them and the teacher i/c must ensure that supervision of students is adequate at all times.
  - Please ensure that you have a complete list of names of students
  - A register of students present on the day of the visit/trip must be taken and contact numbers written down and left in the school office as well as a copy given to the Deputy Head teacher i/c of trips and visits.
  - Students must leave the School site through the reception in order for office staff to carry out a head-count.
  - Check student names at key points during the trip e.g. before you board a coach.

- Agree clear visible meeting points and agreed meeting times for students if they are to be allowed unsupervised time.
- At no time should students be left unsupervised, except where the activity requires children to work in groups under the indirect supervision of staff.  
The precise arrangements for this type of activity must be fully discussed with the Deputy Head teacher i/c trips.
- Make sure that all parents have been made aware of the return time, particularly if this is after the end of the school day. Keep Reception informed of any changes to these arrangements during the day so that they can alert parents.
- Please report to Reception when you return if it is during school hours.
- For all residential visits, parental consent forms must be taken with you in case of an emergency.
- Ensure that there is access to a First Aider at all times
- Lead person must ensure that additional EPI pens/Inhalers are taken on the trip.
- Lead person must ensure access to a First Aid kit

11. **Emergency contacts**

- You must have the school's number with you on all visits – 020 7790 6361
- You must have the students' home numbers with you on all visits
- You must have a contact number for a senior member of staff for all residential visits
- You must have details of the travel insurance policy.

12. **If something goes wrong**

- You are in charge and, in consultation with your colleagues, make the wisest decision
- As a general rule, always aim to keep the party together
- Keep the designated senior member of staff at the school informed
- Keep a written log of what happened
- Make a full verbal and written report to the Head Teacher/senior member of staff as soon as possible
- In the event of an injury, assess the injury and treat if appropriate. Inform parent as soon as possible. Log injury on return to school.