



EDUCATIONAL VISITS POLICY

Giggleswick believes that educational visits can provide invaluable learning and personal development opportunities that support and enrich the curriculum. Day or residential trips can enhance a pupil's understanding, skills, or ideas, and foster positive relationships. These experiences can be some of the most formative, memorable and stimulating that pupils enjoy while at school.

The pupils have the opportunity to participate in a range of residential and non-residential trips during their time at school.

Regular day trips include activities such as: fieldwork; visits to museums or galleries; trips to the theatre or concerts; attendance at lectures or academic competitions; sports fixtures; and weekend recreational trips to theme parks.

Residential trips generally take place during holidays. There is a regular pattern of sports tours and outdoor pursuits expeditions in the UK and further afield. Performing Arts tours have visited Europe and the USA. Cultural and historical trips to Europe, for example, are often jointly planned by the Liberal Arts faculty and the Languages Department.

Consent

Parental consent for regular curricular trips is sought through a form included in the Parents' Handbook. For trips and tours outside the normal curriculum or in the school holidays, specific parental consent will be requested. An advance plan of residential trips available to pupils is published on the Parents Web section of the school website. Further information is available on the Giggleswick School app or via 'In Touch'.

Behaviour

During a school trip, normal school rules continue to apply. Parents are reminded of this when giving written consent for a residential trip and all members of any tour party are given an explicit verbal briefing by a member of the Senior Leadership Team prior to departure. Teachers have a duty to maintain good order and discipline at all times and they have a common law duty to act as a 'reasonable parent'.

Homestay arrangements

Following guidance from the DFE, Giggleswick will now require DBS checks for all adults residing in the property of families hosting exchange/international students in this country. It is not possible for Giggleswick to obtain criminality information from the DBS about adults who provide homestays abroad. We will liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. We will use our professional judgement to satisfy ourselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange.

Planning

All school trips and visits require meticulous planning and organisation. Members of staff wishing to propose a trip for approval should read this policy, the detailed planning guides available in the Staff Handbook on the intranet and the section *School Trips* in part C of the school's Health and Safety Policy, which is also available on the intranet. A planning meeting should be organised with the EVC.

Risk Assessment

Before undertaking any school trip a written risk assessment is carried out in conjunction with the specific venue and activity provider. Schools have a duty of care towards pupils and in an activity where there is an element of risk, we need to show that we have considered, and as a result taken 'all reasonable precautions' to identify and take measures to control potential risks.

Educational Visits Co-ordinator (EVC)

Policies: Educational Visits



In the Senior School, the Headmaster retains overall responsibility for educational visits but the Senior Master has day-to-day oversight. In the Junior School, the Headmaster has overall responsibility. Fergus Ogilvie is the designated EVC.

Responsibilities

The **EVC** is responsible for:

- Monitoring all Education Trips and Visits
- Keeping abreast of legislation and good practice with regard to Educational Visits
- Attending appropriate training courses
- Maintaining records of Trips and Visits
- Advising the SLT with regard to the feasibility of a trip prior to formal approval
- Informing SHS of all letters and information going to parents
- Guiding Group Leaders through the planning process
- Agreeing staff:pupil ratios and transport arrangements
- Approving all communication with parents regarding trips
- Monitoring the finance and insurance arrangements relating to the trip
- Signing off the Emergency Contact Folder and accommodation arrangements
- Checking the accreditation or verification of providers
- Obtaining technical advice where necessary
- Evaluating the trip, on return, with the Group Leader, on the trip review form including any incident/accident reports and near misses.

The **SLT** are responsible for:

- Considering the aims, objectives and values of a proposed trip
- Approving Trips and Visits (via Green Slips)
- Assessing the competence of and approving staff accompanying the trip
- Approving inclusion of other adults
- Implementing policy/procedures for Safeguarding on visits, including arranging for enhanced DBS disclosures for volunteers accompanying trips
- Monitoring policies and procedures
- Briefing staff and pupils about expectations with regard to behaviour and health & safety issues
- Sharing the duties as 'Emergency Contact' for residential trips

The **Group Leader (one designated leader only)** is responsible for:

- Planning the trip to ensure it meets its aims and objectives
- Undertaking where possible a planning visit
- Communicating with parents
- Liaising with the EVC and travel company (where appropriate)
- Obtaining written details of the accreditation of any providers used
- Delegating specific responsibilities clearly to other members of staff accompanying a trip eg. first aid, pocket money, particular group of pupils
- Budgeting effectively to meet all associated expenditure
- Risk assessing a trip and specific activities by assessing potential dangers and planning to avoid or minimise them
- Ensuring that all the necessary written parental consents have been obtained
- Gathering information to include in the Emergency Contacts folder
- Liaising with the Medical Centre with regard to individual pupil's needs, first aid, vaccinations etc.

Location of key documents

All of these documents can be found on the Staff Intranet Site: EV&T/Getting started/Planning a Trip:

- 5b Green slip (2 Planning Guides)
- Party Information and General Instruction Sheet (2 Planning Guides)
- Venue and activity (2 Planning Guides)
- Travel and risk assessments (3 Travel and Activity Risk Assessments)
- Educational Trips & Visits: Organising a School Trip or Holiday
- Educational Trips & Visits: Organising a Day Trip



Additional guidance can be found at:

National Guidance for the management of outdoor learning (news)

<http://oeapng.info/>

Health and Safety: Advice for Schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Action on accidents

<http://www.rospa.com/>

Overseas travel advice

<https://www.gov.uk/foreign-travel-advice>

KCSIE 2018 Annex E

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