



Trips and Visits Policy

Approved Summer 2014

All school policies are reviewed by Governors annually

Rationale

Bournside operates a major programme of trips and visits. The school fully recognises that this enriches the diet we are able to offer our students immeasurably, providing opportunities and challenges beyond the classroom and adding a vibrant dimension to our provision.

This policy is written in the context of:

- the Local Authority Guidance for Educational Visit and School Journeys.
- the DfE 'Safeguarding Children and Safer Recruitment in Education' document
- the school's Equality and Diversity policy

Aims

- To provide a programme of trips and visits that supports, extends and enriches the school curriculum and encourages the development of Bournside Skills for Life for all students
- To implement procedures that ensure the health and safety of students and staff on trips and visits
- To establish criteria that manage any disruption to the daily life of the school and timetabled lessons

Health and safety

This is of primary importance on all trips and visits.

- All trips and visit must be approved in advance by the SLT line manager who is a trained Off-site Visits Co-ordinator (OVC).
- Risk assessments must be completed for all trips. For trips involving overnight stays, travel overseas or potentially hazardous activities details are entered on the Local Authority *Quality Education Solutions (QES)* website for advice and/or comment.
- The number and nature of staff accompanying any trip must be agreed with the OVC. The staff should normally work at Bournside as a teacher, teaching assistant, cover supervisor or a volunteer appointed by the school. Specific training will be required for some trips. PGCE students often accompany trips during their placements at Bournside. Any plans to take other adults on a trip must be discussed fully with the OVC well in advance of the event as child protection guidelines must be followed.
- A School Contact Person (SCP) must be nominated for any trip that includes time outside the school day. The SCP must have the full itinerary and know how to contact the party. He/she should have a list of all participants.

- For all trips that take students out of registration and/or lessons a list of students involved must be given to the Attendance Officer in advance. He/She must be informed if a student misses an activity or trip.
- Students will be expected to conform to the student code of conduct for trips and visits. Staff will implement the agreed staff guidelines for student behaviour on trips and visits.
- Students may not be permitted to take part in an off-site activity if they have shown a lack of co-operation with members of staff or have behaved in a careless way that could endanger themselves or others.
- The party leader must take on the trip a copy of any medical care plans for students. Management measures must be included in the risk assessment.
- Any incidents or accidents must be reported through the school's normal systems.
- The party leader must also take on the trip:
 - A copy of all the emergency details for the students/students
 - Details of how to contact the SCP(s)
 - A first aid kit
 - A school mobile phone

Communication with Parents

- Letters must follow a school pro-forma and include details on timings, activities, insurance and costs. All letters must be approved by the OVC before being issued and the initial letter must be signed by the Headteacher. Local visits for Sixth Form students during normal lesson time are covered by one letter to parents at the start of the year.
- An information evening for parents will be held for overseas / residential visits.
- Parents will be required to agree to the school's code of conduct for students on trips and visits.

Charging

- Please refer to the Charging and Remissions Policy.
- The initial letter to parents will make clear the implications for monies already paid if a student withdraws from a trip.

Minimising Disruption

In order to control disruption to lessons for both staff and students the following guidelines are applied:

- The proposed outline programme of trips and visits is agreed and published at the start of the school year. The programme is monitored by the Governing Body.
- All trips and visits which take place during school terms must have clear curricular links or form part of the agreed programme of Outdoor Education activities.
- Individual members of staff should not normally miss more than 10 days of teaching for trips and visits during the academic year and never more than 5 days consecutively.
- Trips are avoided whenever possible during September and during the last weeks of term before the Christmas, Easter and Summer holidays.
- Year groups are not allowed to participate in trips during the period leading up to internal or external examinations (this includes trips during school holidays).
- Disruption to Year 11 lessons is minimised at all times.
- Disruption to Year 12 and 13 lessons is avoided where possible after Easter or 31 March whichever comes later.

This policy is supported by full written guidelines for staff.