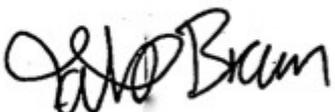




Chester International School

Educational Visits

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Author/s:	Alexandre Lawrenson
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Name	Signature	Date
Katrina Brown <i>Principal</i>		17/03/2020
Neil Jones <i>Chair of Governors</i>		17/03/2020

Introduction

1. This Policy complies with the latest DfE advice on Health and Safety of Students on Educational Visits.
2. Educational visits provide a valuable opportunity for students to encounter experiences which are not available to them in the classroom. This can enable them to develop their initiative, resourcefulness and independence. It is essential that all such visits are conducted with the highest regard for health and safety for all those taking part.

Responsibilities

- Governing Body

The Governing Body has a responsibility for the general direction of the school, including visits and journeys.

- Principal

The Principal will maintain this policy for educational visits on behalf of the Governing Body. The Principal is responsible for the authorisation of visits and ensuring that adequate attention has been given to:

- Planning, organisation and event timetabling
- Allocation of places in line with needs and priorities
- Competence, experience and suitability of leaders
- Capabilities and suitability of accompanying staff and other helpers
- Leaders' knowledge of local circumstances to be experienced
- Party size, age, aptitude and experience of students
- Child protection issues
- Medical needs of members of the party and first aid provision
- Supervisory ratios
- Assessment of health and safety risks inherent in the project
- Foreseeable emergency action and contingency plans
- Insurance
- Financial and travel arrangements
- Informing parents of risks and safeguards and obtaining their approval
- Effective communication arrangements with establishment base
- Relevant scrutiny by the Educational Visits Coordinator
- Affordability and value for money

- Educational Visits Coordinator (EVC)

The EVC for Chester International School is Katrina Brown, being the focus for necessary information and advice for visit leaders. This includes:

- Ensuring that educational visits are in accordance with this policy.
- Supporting the Principal and governors with approval and other decisions.
- Assessing the competence of leaders and others proposed for a visit.
- Ensuring adults on the trip are adequately trained.
- Ensuring Criminal Records Bureau disclosures are in place as necessary.
- Ensuring that the group leader has obtained parental consent or refusal.
- Ensuring that emergency arrangements have been made.
- Maintaining records of all visits and appropriate training (whole school calendar).
- Review systems and, on occasion, monitoring practice.

- The Visit Leader

The Visit Leader has overall responsibility for the supervision and conduct of the visit and hence, for the health and safety of the group. In this regard, the visit leader will be representing the Principal during the visit. The Visit Leader must therefore undertake the following:

Before the visit:

- Following initial planning, complete The Trust trip request form (<https://tltrust.forms-db.com/view.php?id=16469>).
- Liaise with The Trust finance department who will evaluate the feasibility of the trip.
- Seek authorisation for the trip from the Principal.
- Utilise the in-house Canvas course "CIS Trips" to complete and record all necessary planning documents.
- Generate trip letters with support from The Trust finance department.
- During the planning stages, complete an initial risk assessment.
- Ensure that the plan complies with regulations.
- Identify the adult staff and helpers.
- Ensure that all accompanying adults are competent for their role.
- Make appropriate and adequate preparations for emergencies and ensure that all accompanying leaders are familiar with these procedures.
- Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation in his/her absence and appropriate supervision when the group is sub-divided.
- Agree allocation of places in-line with The Trust protocol.

During the visit:

- Meet the objectives of the visit.
- Ensure the overall maintenance of order and discipline.
- Make adequate arrangements for the safety and well-being of all students at all times.
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.

- Ensure the group leaders have details of the school contacts and the students in their care.
- Review the visit and advise the Headteacher when adjustments must be made.

Planning a trip

The majority of trips should be planned well in advance and included in the school's calendar. However, it is appreciated that some shorter notice opportunities may arise. Prior to making any bookings or paying deposits, staff should obtain permission for the trip from:

- The Principal in respect of curriculum suitability, and to ensure that it does not clash with any other activities.

Planning course

A planning course (CIS Trips) has been prepared on Canvas to assist Visit Leaders in organising trips. This course includes copies of parental consent letters, risk assessments, and the relevant form templates. Those with administrative rights on Canvas (senior leadership team) can add visit Leaders to this course. Visit Leaders are also required to submit a Visit Approval Form, which can be accessed here: <https://tltrust.forms-db.com/view.php?id=16469>

Curriculum categories

The first stage of planning a trip is to agree the curriculum relevance with the Principal. Visits fall into the following three categories:

- Category A - Trips essential for curriculum delivery. These will normally take place during school time.
- Category B - Trips considered desirable for curriculum delivery. They may be allowed to take place in school time, depending upon other events within the school calendar.
- Category C - Trips desirable but not directly related to curriculum. They will not normally take place during the school day.

The school takes every opportunity to support Pupil Premium students for all of the above categories. For example, it is possible that, in allocating places for educational trips, the number of applicants may exceed the number of places available. In such instances, in line with national priorities, the school will positively prioritise applications from Pupil Premium students within any ballots that may be required.

Health and safety categories

Guidelines are categorised according to the potential hazards. If in doubt, assume a higher category and seek advice from the EVC.

- Category 1 - Day trips to non-remote areas, sports activities or activities in approved LA Centres.
- Category 2 - Visits involving overnight stays and trips abroad in non-rural areas.
- Category 3 - Trips to remote areas, near water, involving hazardous activities and visits abroad to rural areas.

All trip, irrespective of category are to be approved by the Principal.

Risk assessments

Staff must complete Risk Assessments for each trip, which are available on the “CIS Trips” Canvas course. This should be used as a working document with staff and students.

Letters to parents

Letters to parents advising them of the trip are compiled by the Trip Leader and the Finance Office, who will ensure that it complies with the latest DfE Guidance – Charging for school activities.

Emergency contact numbers

The school office is the focal point of contact for parents when children are away; therefore the office staff must be made aware of departure and return times and be kept informed of any incidents or changes in the time of return.

Visit files

The Principal is to ensure that the Visit Leader, School Home Contact and the Office have a file containing the following information for each visit:

- List of students with parental contact numbers
- Emergency contact information form (Includes staff details)
- Risk Assessment