

## **Policy for the Effective and Safe Management of Educational Visits**

### **Vision Statement**

***We, the staff and governors, aspire  
to ensure that all our students,  
irrespective of ability  
and regardless of anyone's doubts,  
achieve their potential in full;  
and we aspire in this way to make Thomas Mills High School  
the best in the country.***

The Governors value the wide range of educational visits offered at Thomas Mills High School and support the School's Policy on Extra-Curricular Activities. In particular: 'In a rural High School like ours, extra-curricular activities have a special importance. They are a means of ensuring that activities and opportunities which are not as readily available here as in urban areas are nevertheless provided, so that our pupils are not disadvantaged. They help to broaden pupils' horizons and mitigate the disadvantages of parochialism and insularity. They broaden and deepen the curriculum for pupils of all ages and abilities. Their impact on the culture of achievement which we aim to encourage amongst all pupils can be both positive and powerful. They encourage positive working relationships between pupils and teachers.' (Staff Handbook, C15).

In fulfilling their responsibility for the general conduct of the school, the Governors in respect of the effective and safe management of educational visits:

1. nominate the Headteacher to undertake the duties:
  - ensuring visits are properly planned
  - ensuring any necessary risk assessments are undertaken\*
  - approving the staffing ratios for visits, taking account of the planned arrangements for the visit and the nature of the pupils involved
  - verifying the competence of visit leaders and assistant staff to undertake the duties that will be expected of them
  - ensuring parents are properly informed and give their consent\*
  - ensuring visits are adequately insured
  - organising emergency planning for educational visits at school level
  - monitoring visits, receiving incident and near-miss reports, and keeping the school procedures under review
  - arranging staff training and induction in the organisation of educational visits
  - seeking outside advice as appropriate (for example, for new venues or activities or where the provider requires a statement of indemnity to be signed)
  - keeping the governing body informed of the school's programme of educational visits and submitting visits proposals for specific governing body approval where the school policy requires

and emphasise that the Headteacher will retain overall responsibility although many of the responsibilities listed will be undertaken by the Educational Visits Co-ordinator;

2. adopt the school procedures for the management of educational visits, given in section B19 of the Staff Handbook, and state these refer those organising school trips to the Outdoor Education Advisers' Panel National Guidance (2011) [www.oeapng.info](http://www.oeapng.info)
3. determine that the Governors will routinely receive information from the Headteacher about educational visits which fall into TYPE 1\*\*;
4. identify category TYPE 2\*\* visits as requiring the specific approval of the Governing Body and state that this will be obtained in writing from the Chairman of Governors to whom they delegate this authority;
5. confirm that two senior members of staff are always named as emergency contacts for all TYPE 2 visits;
6. state their intention to retain the position of Educational Visits Co-ordinator and to continue to ask the Deputy Head to fulfil it.

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\*in accordance with the document 'Health and Safety – Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' 2011

\*\*TYPE 1 – those visits which fall into NONE of the categories given for TYPE 2 and which are regular, routine off-site activities (e.g. use of off-site facilities for PE) or specific, one-off or occasional visits (e.g. to museums)

TYPE 2 – those visits which fall into ONE or MORE of the following categories, whether or not they take place on the school site:

- visits including an overnight stay
- visits including adventurous activities
- visits abroad
- visits where the organiser wishes to arrange insurance other than through the School's insurers
- visits where the site owners or activity providers require to be indemnified against claims arising from the visit

Related policies:            Charging and Remissions Policy  
                                      Health and Safety Policy  
                                      Finance Policy