



## THE PIGGOTT SCHOOL

*'...to be a school which inspires and encourages the highest achievement'*

### POLICY WITH REGARD TO EDUCATIONAL VISITS

**Date last reviewed:** Summer term 2017

**Responsibility:** Deputy Head (Curriculum) and Governors' SALT Committee

**Review Period:** Biennial

#### THIS POLICY WILL HELP THE SCHOOL TO FULFIL ITS AIMS BY:

1. Enable our pupils to acquire knowledge and to develop skills and concepts safely
2. Helping to develop lively, enquiring minds which are capable of independent study
3. Helping pupils prepare for adult life
4. Helping to foster a spirit of co-operation which appreciates individual differences and gives opportunity for competition

#### THE OBJECTIVES OF THIS POLICY:

1. To promote pupil welfare during educational activities off-site
2. To provide a clear rationale to guide Staff and Governors when visits are being planned and approved
3. To ensure fair and practicable expectations and assurances are in place for all parties concerned.

#### TO FULFIL THIS POLICY THE LEADERSHIP GROUP AND GOVERNORS CURRICULUM COMMITTEE OF THE SCHOOL WILL:

1. Ensure all plans for educational visits and exchanges are approved by the Governing Body in the academic year prior to departure (unless extenuating circumstances require in-year approval)
2. Ensure that a clear educational rationale for the trip is presented prior to such approval
3. Ensure that the role of EVC is undertaken by a senior member of staff with appropriate training and experience in risk assessment and trip planning; delegation of off-site approval may go to the EVC
4. Ensure that all trips are evaluated and reviewed, in terms of their educational objectives and outcomes, on return and completion of the trip.
5. Ensure compliance with the risk assessment provider's monitoring and approval systems

#### TO FULFIL THIS POLICY THE LEADERSHIP GROUP OF THE SCHOOL WILL PROVIDE DETAILS OF:

- trip destination
- the educational purpose e.g. whether it is an exchange, work experience, study trip, field trip, etc
- an initial health and safety risk assessment and how any perceived risks are expected to be minimised/overcome. The risks to be identified in accordance with the risk definitions given in the DFE publication "a good practice guide – Health & Safety of Pupils on Educational Visits".
- proposed dates for the trip and whether these dates are within term time or not
- estimated cost
- proposed number of pupils to go on the trip
- year group/s involved