

Policy on Trips

Principle

Birchwood Community High School supports & encourages learning outside the classroom for all years, not only to support their learning but also as an aid to personal development.

The Purposes of the Trips Policy:

1. To fulfil the requirements of the national and school curriculum.
2. Have experience of external sources of information and to develop their investigative skills.
3. Enable learners to spend time sharing experiences constructively with others.
4. Enable learners to acquire resourcefulness, initiative and self-reliance.
5. Ensure each trip is carried out safely in accordance with government guidance.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Accordingly the school will:

1. Ensure that all trips are planned carefully.
2. Ensure all trips are staffed by those with the relevant experience and qualifications and with the correct ratios.
3. Ensure all trips have a full and sufficient risk assessment.
4. Ensure that all trips are checked and approved by the correct authority.
5. Ensure that the group leader on all trips taking place outside of the school day have medical details for each learner/student.
6. Ensure written consent is obtained from parents/carers for each trip.
7. Arrange a briefing for parents/carers for residential trips.
8. Ensure that the school's Educational Visits Co-ordinator (EVC) is suitably qualified.
9. Ensure that sufficient and suitable insurance is in place for all visits.
10. Ensure that the group leader has the experience and has received training to lead each trip.
11. Ensure that learners/students are only transported in staff vehicles which have the correct business insurance.
12. Ensure training is available to all staff on running trips successfully.
13. Ensure that all trips taking place outside of the school day have a member of SLT as a base contact in case of emergency.
14. Ensure that a completed and signed medical form is obtained for each learner on a residential trip.
15. All trips are costed correctly and do not run at a loss.
16. Any accidents are recorded on return to school by the group leader.

Evaluation

1. The group leader will carry out a review of the trip with the EVC after the trip has taken place.
2. The EVC will review each trip where an accident has occurred to ascertain whether procedures have been followed correctly and whether lessons could be learned for future trips.
3. The Finance Officer will review the budget for the trip and make sure all costs are met.
4. The EVC will bring the policy to an appropriate governor's committee annually.

Reviewed at Facilities and H & S Governors 25th February 2015