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The Priory School Trust



Educational Trips & Visits Policy & Procedure

Monitoring	Frame of engagement	Date
Member of Staff Responsible	MM	January 2019
Governor Accountability		
Consultation Parameters	SLT	
Information	Staff	
Date of latest version		January 2019
Date for next review (and cycle)		January 2020 Annual Review
Uploaded to Website		

Statement of intent

The Priory School values the additional dimension to students' learning that educational and recreational visits can bring. Furthermore, it is the policy of the school that any recreational visit that takes place during the school day must have a positive impact on the curriculum BY EITHER LINKING BACK TO PREVIOUS LEARNING OR CREATING OPPORTUNITIES FOR FURTHER CLASSROOM-BASED LEARNING. However, we are also mindful of the need to balance these additional benefits with the negative impact of missing lessons; students cannot necessarily catch up with teaching and learning that has been missed. To this end we have outlined the following set of procedures which should be adhered to at all times in conjunction with The Priory School Educational Visits Guidelines

Procedure

1. The impact on students' learning has to be at the heart of any consideration of running a trip. The person in charge of the trip should be very clear in their own thinking about how the visit will be of benefit to the students involved. Furthermore, due care should be taken to ensure that students are not missing crucial lessons through being out on a trip. Trips out will not be sanctioned in the first 3 weeks in September for any year group nor from January in Year 11.
2. Any proposed educational or recreational visit should be booked / arranged a minimum of **six weeks** in advance. Any less than this will only be agreed in exceptional circumstances.
3. The appropriate "Educational Visits Request for Approval" form should be used, with each section being fully completed and the flow chart of actions followed
4. On all residential visits a display of photos should be put on the appropriate display board upon return, and a plasma screen presentation produced. Staff should avoid taking photographs of students on personal mobile phones or cameras
5. A Risk Assessment should be completed for every trip and visit. For day visits details about the itinerary and students should be left in reception. For residential a minimum of one week before departure the leaders must complete the "Residential Trip" pack with the Operations manager who will act as Emergency Contact for the visit.

6. When completing the Request for Approval sheet and the letter to parents/carers the person in charge of the trip should highlight how the students have met the criteria for the trip or are to be selected. Where a residential trip is oversubscribed then the school will place all appropriate students' names into a hat and a draw will be held after the deadline for returns. The draw will be officiated by an independent witness. Priority will be given to students who have not been on a residential trip previously. Students whose attendance is a concern may be prevented from taking part in a visit which is within the school day.
7. The named member of staff in charge of the trip should ensure that there is a list of the students who match the criteria for the trip put on the appropriate board in the staffroom at least one week in advance. This will give staff the opportunity to alter any lesson plans as necessary.
8. It is expected that the person in charge of the trip should consider the level of cover that will be incurred through running it. Staffing and timings should be selected on the basis of minimising cover costs.
9. For residential visits, all students involved in the trip should sign the "Educational Visits Code of Conduct". This should be countersigned by their parents / carer. Students and their parents / carers must also complete the "Educational Visits Permission Slip". This form will contain the following information :
 - Emergency contact numbers
 - Parents' / carers' signatures
 - Significant medical information (allergies etc)
 - Consent to give medication where appropriate
 - The family doctor's name and contact number.
10. Students sent home because their behaviour is so poor that it puts the safety of other students at risk may not be allowed on any future visits. The school will not tolerate behaviour which endangers others.
11. The school will offer the facility for parents to pay in instalments for the more costly visits. Payments will be monitored and parents contacted if a payment is missed in the first instance by the finance department and subsequently by the trip leader.
12. Governors are aware of the importance of seeking best value in terms of costs. Any member of staff organising a residential trip must request permission to go ahead from the SLT, who will make a judgement based upon the educational value of the trip and value for money. The published price should include all known and foreseeable items.

13. Any student whose behaviour is poor in and around school or who has been recently excluded may be denied permission to attend the visit at the Principal's discretion.
14. It is the expectation that on all non-residential visits students will be in school uniform except for those activities which require specific clothing. EG Army assault course, art workshop
15. The school will continue to have an inclusion policy for all trips which is in line with the Equality Act 2010. The member of staff in charge of any visit must liaise with the Special Needs and Student Support teams as soon as names are known to ensure that staffing is in place to meet the needs of students who wish to participate. Whilst every reasonable effort will be made to facilitate students' being able to participate in visits, in cases where a student may put themselves or others at risk a planning meeting will be held to carry out a full risk assessment in consultation with parent/carer and appropriate external agencies. ALL PARTIES must be in agreement that it is safe for the student to participate in the visit and agreed steps put in place before final permission is granted. Such agreement will be established in writing, stating the actions the school will take if students behave in a particular manner as to put themselves, or others, at risk. This written agreement will be signed by both parent/carer and school.
16. As part of Safeguarding procedures staff on residential visits will require personal data about students and parents. Once this has been signed out it is the member of staff's responsibility to ensure the security of the data until the data is returned to the office Supervisor for secure disposal at the end of the visit.