

BANBRIDGE HIGH SCHOOL

A Policy on School Trips and Educational Visits

Aim:

To provide opportunities to extend, broaden and practice knowledge, concepts, skills and attitudes beyond the school setting in an environment which is safe and relevant to learning. This policy covers all the school outings and visits which are curriculum based activities within school hours; day visits and activities which extend beyond the normal school day; visits requiring overnight accommodation from home within Northern Ireland and visits to places outside Northern Ireland which involve air or sea travel.

Implementation:

1. Proposals for school trips should be discussed in the first instance with the Principal. During these initial discussions an outline of the proposed trip should be discussed and its related costs.
2. Those who organise trips or educational outings and those who help supervise have a statutory responsibility to ensure the safety and welfare of the young people in their care. As a 'duty of care' they have the same responsibility as would be normally discharged by parents and may require a higher standard of care of a leader than a parent.
3. If approval has been gained for the proposed trip, the leader should inform relevant and appropriate aspects of the organisation of the trip, eg entered in the school diary, information to staff, a letter home to parents, informing the school canteen regarding catering. If transport needs to be arranged this should be done through the School Office.
4. Letters to parents/guardians should give as much information as possible, including the costs involved, the type and level of supervision. A draft of this letter should be approved by the Principal before circulation.
5. In general terms pupils should be supervised by experienced and reliable staff. It would be usual in a mixed grouping, to have supervisory staff of both sexes. In general terms there should be one adult to every 15-20 pupils. For overseas trips the ratio is one adult to 10 pupils.
6. There should be a pre-visit by the party leader. Where this is not practical to do this, upon arrival at the destination a leader should carry out a check of the locality to assess any risks/hazards/dangers. Planning and organisation of the visit should ensure that those involved are not exposed to risk of physical, sexual, emotional abuse or harassment.
7. All participants should be reminded and agree to adhere to the school's code of conduct and behaviour, especially in relation to smoking, alcohol, mind altering substances and relationships. Supervisors should also be reminded of their responsibilities under child protection and safe guarding young people.

Safety guidelines must be agreed and adhered to. It may also be necessary to carry out a risk assessment on an aspect of the proposed visit. Relevant emergency procedures must be established for all visits. The leader and supervising adults must inform themselves of the possible risks and know what to do if they arise. These must be communicated to the rest of the group.

8. The group leader should complete a school trips proposal form which should be submitted as part of the trip planning. In planning trip leaders should make reference to the SELB best guidance policy (2009) on Educational Visits. Particular attention should be made to trips that involve a residential element, trips that are a likely to be of a hazardous nature or trips which take pupils outside Northern Ireland.
9. An itinerary of the trip should be prepared and all the party should be aware of the organisation of the trip. Roles and responsibilities and lines of communication should be cleared defined, agreed and effective within the party.
10. Group supervisors should be aware of the specific medical needs of the pupils on the trip and prepare and plan according. A list of names and contacts of those involved on the trip should be compiled and a copy left in the General Office with the Principal. Departure and return times should be clear as well as a contact number or location for the group for the duration of the trip. The party should have access to a First Aid kit.
11. Ensure that the school canteen is aware of the number of pupils involved in your trip. Pupils on free school meals are entitled to a packed lunch.
12. Where payments are involved receipt and expenditure records must be kept. A record of pupil receipts should also be kept and a receipt to the parent/guardian, given.

Monitoring:

The mechanisms will be overseen by all those members of staff who undertake a school trip/outing. At all stages the Principal should be consulted about the arrangements for the trip/outing at its various stages of planning and preparation. It is important that new or substitute members of staff should be informed by the policy where it is appropriate and through the organising teacher.

Following a school trip/outing, a post visit review should be completed as a means of evaluation and feedback.

Evaluation:

This policy will be reviewed in line with the new legislative requirements, guidance and needs of the school. The framework for this policy is based on SELB guidance issued in 2009, Educational Visits, Best Practice, 2009, previous SELB circular 2007/53 and read in conjunction with DE Circular 1999/10 and the school's child protection policy.

Draft: October 2011

Approved BOG: 22.10.2012

BANBRIDGE HIGH SCHOOL
PROPOSED SCHOOL TRIP/OUTING

1. The aim(s) of the proposed trip/outing:
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2. Has this proposal been discussed with the Principal? Yes/No
3. Is the trip/outing: (Please tick one box)

<input type="checkbox"/>	Category 1: Visits which take place on a regular basis (Non Hazardous)
<input type="checkbox"/>	Category 2: One-off day/evening excursions (Non Hazardous)
<input type="checkbox"/>	Category 3: Residential visits of one or more nights with the UK/Ireland (Non Hazardous)
<input type="checkbox"/>	Category 4: Residential Visits outside the UK or Ireland (Non Hazardous)
<input type="checkbox"/>	Category 5: Hazardous activities (residential and non residential)

For trips/outings in the Categories 3-5 the permission form needs to be signed by the Chair of the Board of Governors. You should take this into account in your planning.

3. Details of the proposed trip/outing:
 - (a) Place(s) to be visited:
 - (b) Date(s):
 - (c) Departure date and time:
 - (d) Return date and time:
 - (e) Method of transport:
 - (f) Member of staff in charge:
 - (g) Other staff involved:
4. If the outing is during meal times has the canteen been informed?
Yes/No
Has provision been made for pupils that are entitled to free school meals?
Yes/No

5. Have parents' been made aware of the trip and has their permission been sought?
Yes/No
6. Have you made a preliminary visit to the location to be visited to acquaint yourself of the possible risks/difficulties associated with the visit?
Yes/No
7. If the pupils will be involved in any activity that you consider to have an element of danger, please give details below.
8. Have you completed a risk assessment form regarding this school trip and is it part of this submission?
Yes/No
9. Are you satisfied that you have adequate supervision for the group?
Yes/No
Staff:Pupil ratio is:
10. Have you informed yourself and others involved in the trip of those pupils in the group who have medical needs/issues.
Yes/No
11. Is the First Aid kit being taken on this trip?
Yes/No
12. What will be the total cost of the trip and how much will each pupil be expected to contribute?

Total cost is:
Pupil contribution:
13. Have you made arrangements for requirements needed for cover?
Yes/No
14. Have you arranged transport through the General Office?
Yes/No
15. Have you read the school policy on School Trips and Educational Visits and other related documentation?

Signed: _____
(Trip Organiser)

Signed: _____
(Principal)

Date: _____

