
Off Site Visits Policy

Rationale

School trips are a valuable part of a pupil's education. We acknowledge the voluntary financial contribution that parents may make to enable trips to take place and also the time, energy and commitment that teachers, other staff and adults and parents give to planning, organising and ensuring the safety of all concerned.

Purpose

To communicate clearly to children, staff, parents and governors Horfield School's approach to the organisation and management of school trips.

Definitions

School trips – these are activities that involve children leaving the school site.

Outdoor pursuit activities – these are activities which involve a child taking part in a school sports match or sports event in or out of the school day.

Residential trips – these are activities that involve a child taking part in a residential visit in the UK.

Types of school trips

- A range of school trips during the school day for all classes relating to the curriculum – these trips are subsidised by the school fund/budget and parents are given the opportunity to make a voluntary contribution towards the school trip.
- A variety of extra-curricular outdoor pursuit matches and events – these are undertaken by staff with support from parents with transport – funding for these may come from the school fund/budget if necessary with voluntary contributions made by parents – normally these activities do not cost anything.
- A residential school trip for every pupil at least once in their time at Horfield – normally undertaken in Year 5 and 6 – these trips are funded by voluntary contributions from parents, wholly or partly with subsidies from the school fund/budget – however, parents are expected to pay the cost of the board and lodging part of the trip.
- Possible International Residential visits linked with the International projects ongoing in school.

Aims of the Off Site Visits Policy

- To ensure that pupils and adults who are participating in the school trip are safe at all times.

- To ensure that all school trips are well planned and effectively accomplish the purpose of the trip.
- To ensure that all trips are inclusive and meet the participating children's needs.
- To make boundaries of acceptable behaviour clear and to raise awareness about appropriate behaviour in a given situation.

Guidelines

Planning the trip

1. **All school trips** will be discussed with the Headteacher and Educational Visits Co-ordinator (EVC) prior to booking.
2. Once the trip has been agreed a "School Trip Risk Assessment Form" must be completed as part of the planning stage.
3. The assessment form will be presented to the Headteacher for consideration before the firm booking is made and letters are sent out to parents.
4. Parents are informed of the trip, its purpose and organisation plans to ensure safety etc – voluntary financial contributions are sought but no child will be excluded from the trip purely on financial grounds or inability to pay.
5. Parents are requested to fill in a Medical and Essential Information Consent Form prior to a "School trip" or "Residential trip". These forms should be taken with the teacher on the school trip and a copy left in school along with the visit record sheet.
6. If children are on medication which may need to be taken before or during the trip arrangements for doing so must be negotiated with the Headteacher prior to the trip taking place.
7. Children, staff and parent helpers will be briefed and prepared for the trip.
8. Whenever possible, both male and female staff/helpers will accompany the children. All helpers will have had DBS vetting.
9. It may be necessary to exclude a child from any type of school trip on grounds of behaviour where their health and safety and others may be at risk. This decision will be made by the Headteacher.
10. The coach booking will request a coach with a completed set of functioning seat belts, however, the school cannot be held responsible if this is not be the case. This will be explained to parents in the information letter and they will have the option to withdraw their child from the trip or transport them themselves.
11. Parent helpers using their own car must have up-to-date and comprehensive car insurance.
12. There must be enough seat belts for every child and the driver and their use must comply with current legislation.
13. **All "Residential School Trips"** will be approved by the whole Governing Body or the Curriculum Committee and a "School trip Risk assessment form" will be completed.
14. Points 4 – 8 will then apply but there will also always be a parents meeting for Residential Trips.
15. **All "Outdoor Pursuits Trips"** will be organised by the respective member of staff but the Headteacher will be informed of the date and venue on each and every occasion.
16. **For "Outdoor Pursuit Trips"** that are during the school day or start from school but may be after school, written permission must be sought from the parents of the children attending the events and also written permission must be given for the child to travel in the teacher's car or a parent's car.

Post-trip review

1. After returning from the trip the children will be debriefed and an evaluation will take place for residential trips.
2. The responsible teacher will complete an "Evaluation form" to be kept in the school trips file.

Equal Opportunities

- No child will be excluded from any day school trip purely for financial reasons and their parents/carers inability to pay.
- No child will be excluded from a "school trip" or a "residential trip" on grounds of disability, race, gender etc
- For "Outdoor pursuit trips" children will be chosen to take part using a variety of criteria – this will be as follows:
 - Age
 - Gender
 - Ability
 - Loyalty
 - Self esteem

School matches will be planned to take into account all of the above so that teams are picked in a variety of ways and not regularly based on one criteria. Team picking will therefore be carefully planned as to fit in with the ethos of our school; to give as many children as possible an opportunity and the experience to play in a competitive team against an opponent.

This policy must be read in conjunction with Bristol City Council's CYPS Policy on school trips, particularly in reference to child/adult ratios.

Related policies:

Equalities Policy
Inclusion Policy
Health and Safety Statement
Safeguarding Policy
Sun Protection Policy

Next review: March 2019