

## **EDUCATIONAL VISITS POLICY**

The Governors and staff of Channing firmly believe that educational visits and residential trips, within the UK and to other parts of the world, are an important aspect of the curriculum. For any trip involving girls, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

Parents will be informed in writing, well in advance of arrangements for school visits and journeys in which their daughters are involved and parents will be asked to give written consent for all off-site visits, which include emergency contact numbers and up-to-date medical information.

Before all residential visits, or when the girls are to travel abroad or engage in adventure activities, parents will be invited to attend a briefing meeting.

One teacher, the Group Leader, has overall responsibility for the supervision and conduct of the visit and has regard to the health and safety of the group. We ask all parents to impress upon their daughters the necessity to behave responsibly on any school visit. Girls may be asked to sign a Code of Conduct agreement. There can be no absolute guarantee of safety but the Group Leaders will do everything practicable to ensure the safety of everyone on the visit.

All staff follow the DCSF guidance on educational visits outlined in Health and Safety of Pupils on Educational Visits: A Good Practice Guide and A Handbook for Group Leaders.

All staff are aware of their responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that girls and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. All Group Leaders take essential records and equipment on outings, for example, contact telephone numbers for the parents of pupils on the outing, a first aid kit and a mobile phone. For Reception outings there must be at least one person who has a current paediatric first aid certificate.

The group leader is responsible for ensuring that vetting checks have been completed for volunteers on visits where there are overnight stays.

Written Risk assessments which includes an assessment of required adult: child ratios are always carried out for school activities off site and are submitted to the Deputy Head or Head of Fairseat by the Group Leader well in advance.

The Group Leader is responsible for keeping careful records of all payments received and expended. Cheques and cash should be given to the Accounts Department straight away.

The policy will be promoted and implemented throughout the school. The Headmistress, Head of Fairseat and Deputy Head will review this policy annually and assess its implementation and effectiveness.

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