



## **School Trips & Visits Procedure**

### **Introduction**

The Governing Body expects the Headteacher to devise procedures which enables the School in the normal manner, to offer pupils opportunities for visits out of School whether short, long-term, non-residential or residential. Such procedures should allow for trips and visits which would be found in any good school including trips abroad to involve such activities as orienteering, canoeing, trekking, skiing etc.

### **Strict Guidelines**

The Headteacher is expected to ensure that members of staff undertaking the responsibility of organising and running trips, will follow strictly, the guidelines and advice on the running of trips which has been issued by the Local Authority (LA), including the advice on insurance, and the vetting of commercial firms. Reference Appendix A – Guidance for Educational Visits and Trips 2017/18 Bristol City Council.

### **Educational Value**

The Governing Body expect to see clearly an educational value in every trip or visit (needless to say ‘curriculum trips’ and ‘sporting fixtures’ speak for themselves).

### **Charging Policy**

The Headteacher must ensure that the Governors’ Charging Policy is applied fairly whenever appropriate. [Refer to *The School – Charging & Remission Policy*]

### **Health & Safety Policy**

It must be strongly emphasised that any member of staff proposing a trip or visit out of school pays the highest attention to all Health & Safety factors, and when proposing a trip must address in writing Health & Safety issues. The Governing Body expects the Headteacher to refuse permission for any trip to go ahead where there is reasonable cause for concern about Health & Safety. Governors expect minibuses to be mindful of the guidelines published by the Governing Body in relation to the hire of certain types of minibus and to have obtained the Bristol Minibus Driver’s Certificate. [Refer to *The School – Health, Safety & Welfare Policy*]

### **Communication**

The Headteacher is expected to ensure that members of staff organising trips and visits have clear plans for communicating proposals and details to parents/guardians, including letters, booklets, checklists and pre-trip meetings (eg when organising residential visits) and that they obtain written consent from parents for a child to participate in the trip.

### **Procedures**

It is most important that teachers/parents/guardians will have all been provided with ‘contact’ names and telephone numbers for the children staying away from home.