



SCHOOL TRIPS AND VISITS POLICY

Author of Policy
Clare Gill
Assistant Principal responsible for off-site trips and visits

Date adopted by Governors/Academy
December 2014

A handwritten signature in black ink, appearing to read "Clare Gill", is written over a horizontal line.

Signed on behalf of Governing Body

Reviewed **December 2014**
ALL SAINTS CHURCH OF ENGLAND ACADEMY, PLYMOUTH
Pennycross, PLYMOUTH PL5 3NE

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

ASAP **SCHOOL TRIPS AND VISITS POLICY**

INTRODUCTION

ASAP believes that educational visits and off site teaching can bring learning to life by deepening young people's understanding of the environment, history and culture and improving their personal development. Such activities inspire and motivate students in their learning.

Through enrichment activities that support the curriculum, students level of attainment and aspirations will increase.

PURPOSE

The governors and staff of ASAP firmly believe that for any trip involving students, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students 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.

PROCEDURES

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally in the first instance to the Principal or education visits co-ordinator (EVC) for permission to plan the visit.

Subject areas will be asked for their proposed trips and visits programme for the following year during the summer term. This will then be indicated on the calendar. Subsequent trips are less likely to be authorised, if they could have been planned in advance. Exceptions will be made only for activities which cannot give such a long period of notice such as conferences, exhibition visits etc.

The benefits of trips and visits need to be balanced against the disruption to students' learning, particularly for exam classes. We are working towards year 11 losing as little classroom teaching time as possible.

The planning procedures are designed to ensure that the following standards are adhered to: Trips are of a suitable educational nature, the safety of both staff and students is assured, the trips are financially sound and that all students have equal access to all trips.

RESOURCES

Using the appropriate checklist form PSOE 1. Safety policy for off site and outdoor education activities:

- Planning and Notification form
- Party leader planning checklist pages 1 and 2
- Head teacher or designated responsible staff member form
- Risk assessment form
- Instructions for students participating in visits
- Parental consent form for off site activities

Risk Assessments should be submitted to co-ordinator two weeks prior to planned off site visit to enable checks to be undertaken and notification of staff to be completed.

On return, an evaluation of visit should be completed and returned to co-ordinator.