

## **Educational Trips & Off-site Visits Policy** (Outline for website)

During his or her time at Mayville High School your child will enjoy many educational outings and off-site visits.

Letters are sent out in advance of each educational visit and sporting fixture

It is not only a legal requirement, but also the school's firm belief, that identifying risks to health and safety is of paramount importance when taking children off-site. Vigorous risk assessments are conducted for every trip and all educational visits are organised in accordance with DCSF Guidance Health and Safety of Pupils on Educational Visits.

Detailed information concerning the aim of the visit, the destination, dates and timings will be provided prior to the trip.

Parents are asked to sign a blanket consent form at the start of every academic year. This may be used to cover local visits, games trips and other visits that will take place during normal school time under the supervision of school staff.

The costs of most trips are included in the school fees.

The trip leader would always be happy to answer any questions or queries that you may have regarding trips organised by the school.

Pupils are expected to behave in an appropriate manner whilst on a school trip in accordance with the school's Code of conduct.

### **Steps to be taken prior to departure**

1. Day trips within city boundaries
  - a) Complete risk assessment for trip.
  - b) Obtain written approval from Headteacher.
  - c) Book minibus.
  - d) Organise appropriate staffing.
  - e) Prior to departure of the trip the group leader must complete the administration Record (pink for day trips).
  - f) We annually gain approval of parents for trips to be taken by minibus within the city boundaries so no letter needs to be sent for such trips within school hours.
  
2. Day/Residential trips outside city boundaries (Parental approval must be gained)
  - a) Investigate the trip thoroughly. Obtain brochures, talk to providers or other staff who may have undertaken that or a similar activity. Discuss the idea with your head of department. If possible undertake an exploratory visit..

- b) Cost the trip, decide possible dates, draft an initial letter, obtain agreement of accompanying staff and pass all details to Headteacher for approval. All Mayville staff have CRB clearance. If adult volunteers are to accompany the trip they must receive similar clearance. Mixed gender groups should have supervising staff of both genders.
- c) Headteacher will give outline approval.
- d) The organisation of the trip may commence.
- e) Prior to the departure of the trip the group leader must complete the Administration Record (Pink for Day visits yellow for period visits.) + Checklist.
- f) Risk assessments must be completed.
- g) For residential visits a pre-departure meeting with parents must be organised.

### **Why Risk Assessment**

The Management of Health and Safety Regulations 1999 impose the obligation to carry out risk assessments. This means that every employer (including schools) is required to make a suitable and sufficient assessment of –

- Risk to health and safety of employees whilst at work
- Risk to others (such as pupils and voluntary assistants) arising out of or in connection with, the conduct of the school (including school trips)

### **What is Risk Assessment?**

Risk Assessment is a technique for preventing accidents and ill health by helping people to think about what could go wrong and think of ways to prevent problems.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils or other members of staff must not be placed in situations which expose them to an unacceptable level of risk, safety must always be the prime consideration.

### **Five Steps to Risk Assessment**

- 1) What are the Hazards?
- 2) Who might be affected by them?
- 3) Evaluate the likelihood of risk and what safety measures need to be put in place to reduce risks to an acceptable level.
- 4) Record your findings
- 5) Review your assessment and revise it if necessary.

Each assessment is written up on a standard proforma and stored centrally for the convenience of all concerned.

Should you wish to require further information a copy of the Educational Trips & Off-site Visits Policy is available on request to the school office.