

COPLESTON HIGH SCHOOL

Educational Visits Summary

Introduction

Copleston has a long tradition of providing opportunities for students to gain learning experiences outside of the classroom.

Objectives of Policy

To ensure the safety and protection of all students and staff undertaking external visits away from Copleston High School.

Summary

The governing body recognises the Local Authority 'Guidance for Educational Visits' (found on the EVOLVE website) as school policy for the management of educational visits, with the following specific interpretations at school level.

1. The governing body nominates **David East and Lisa Cazey** as educational visits co-ordinators.
2. The governing body approves the delegation of the authorisation and management of trips, obtaining the consent of parents for visits along with associated safety measures to the educational visits co-ordinators named above.
3. The governing body agrees the retention by the Principal of the duties outlined above.
4. The governing body recognises visits categorised as 'Type 1' (activities are regarded as low risk activities with no overnight stay) under Local Authority regulations as stated in Appendix 2, and agrees the minimum staff/pupil ratio as 1 to 20. The trip leader must be a qualified teacher
5. The Chair of Governors may be asked to approve in advance, educational visits categorised as 'Type 2' visits in the Local Authority handbook. Type 2 visits are categorised as involving an overnight stay or high risk activities. The staffing ratio for such visits will have a minimum staff/pupil ratio of 1 to 10. The trip leader must be a qualified teacher whenever possible
6. The governing body approves the delegation of securing appropriate insurance protection for all external visits
7. The school shall approve in advance on an annual basis educational visits in the following categories: - Climbing Wall, Archery, Sixth Form Vocational Visits and Main School Work Experience visits, Sports fixtures within Suffolk
8. The Chairman of Governors will be notified of all trips organised on behalf of the Governing Body and will report to the Governing body as appropriate
9. All notifications of visits will include a statement of objectives, the learning outcomes of the visit, a record of the details of the trip, a risk assessment and details issued to parents. This will be undertaken using EVOLVE as the planning and approval system
10. The governing body re-affirms its charging and remissions policy agreed in March 2019 in relation to educational visits.
11. The governing body nominates **David East, Shaun Common** and **Andrew Green** as emergency contacts in relation to educational visits.
12. When undertaking an activity with a private operator responsibility for Health & Safety lies with the said operator.
13. The policy will be reviewed on an annual basis.

18.07.2019