

INNOV4TE INDEPENDENT SCHOOL

EDUCATIONAL VISITS AND TRIPS POLICY

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| Effective From | Sept 2024 |
| Review Date | Sept 2025 |
| Person Responsible | Carla Astbury |

Introduction

Innov4te Independent School recognises the significant educational value of educational visits and trips in enhancing the curriculum and providing learners with broader learning experiences. This policy outlines the procedures and guidelines for planning, approving, conducting, and evaluating educational visits and trips to ensure they are safe, inclusive, and educationally beneficial.

Aims and Objectives

The primary aims of this policy are to:

* Enhance Learning: Provide opportunities for experiential learning that complement classroom instruction.
* Promote Personal Development: Foster independence, teamwork, and social skills through diverse experiences.
* Ensure Safety: Maintain the highest standards of health and safety for all participants.
* Encourage Inclusivity: Ensure all learners have equal access to educational visits and trips, regardless of background or ability.
* Facilitate Community Engagement: Strengthen ties with the local and wider community through meaningful educational interactions.

Planning and Approval

Initial Planning:

Proposal Submission: Teachers proposing a visit or trip must complete an Educational Visit Proposal Form, detailing the educational objectives, itinerary, and associated risks.

Preliminary Approval: The Headteacher or designated Educational Visits Coordinator (EVC) reviews the proposal for initial approval.

Risk Assessment:

Comprehensive Risk Assessment: A thorough risk assessment must be conducted, identifying potential hazards and implementing measures to mitigate risks.

Special Considerations: Address specific needs of participants, including medical conditions, dietary requirements, and mobility issues.

Parent/Carer Consent:

Information Pack: Provide Parent/Carers with detailed information about the visit or trip, including objectives, itinerary, cost, and safety measures.

Consent Forms: Obtain signed consent forms from Parent/Carers or guardians, including emergency contact details and medical information.

Final Approval:

Review: The EVC reviews the completed risk assessment and consent forms.

Authorisation: The Headteacher grants final approval, ensuring all planning steps are complete and risks are adequately addressed.

Conducting the Visit or Trip

Supervision and Staffing:

Staff-Learner Ratios: Ensure appropriate staff-to-learner ratios, considering the nature of the trip and the age and needs of the learners.

Qualified Supervision: Designate a qualified Trip Leader responsible for overall management, supported by sufficient staff and volunteers.

Briefing and Preparation:

Staff Briefing: Conduct a pre-trip briefing for all staff and volunteers, outlining roles, responsibilities, and emergency procedures.

Learner Briefing: Inform learners about the trip’s objectives, behaviour expectations, and safety guidelines.

Emergency Procedures:

Emergency Contacts: Maintain a list of emergency contact numbers for all participants and key school personnel.

Contingency Plans: Develop and communicate contingency plans for potential emergencies, including medical incidents, accidents, and adverse weather conditions.

Post-Visit Evaluation

Debriefing:

Staff Debrief: Conduct a post-trip debriefing with all staff and volunteers to discuss the trip’s success, challenges, and areas for improvement.

Learner Feedback: Gather feedback from learners to assess their experiences and learning outcomes.

Policy Review: Use insights from the trip report to inform future planning and policy updates.

Inclusion and Equal Opportunities

Accessibility:

Inclusive Planning: Ensure all trips are planned to be inclusive, considering the diverse needs of learners.

Support Provisions: Provide necessary support, such as additional staff or specialised equipment, to enable participation by all learners.

Financial Assistance:

Funding Support: Offer financial assistance or subsidise costs for learners from low-income families to ensure equitable access to educational visits and trips.

Roles and Responsibilities

Headteacher: Overall responsibility for the approval and oversight of educational visits and trips.

Educational Visits Coordinator (EVC): Coordinates the planning, risk assessment, and approval process.

Trip Leader: Manages the organisation and execution of the trip, ensuring safety and educational objectives are met.

Staff and Volunteers: Support the Trip Leader and ensure the welfare and safety of all participants.

Learners: Adhere to behaviour expectations and participate actively in the learning experience.

Parent/Carers/Guardians: Provide necessary information, consent, and support to facilitate their child’s participation.

Monitoring and Review

The Educational Visits and Trips Policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from staff, learners, and Parent/Carers will be considered in the review process to continually improve the planning and execution of educational visits and trips.