

POLAM HALL

POLICY FOR SCHOOL /TRIPS VISIT – SENIOR SCHOOL

(part of SAFEGUARDING & WELFARE suite of policies)

Introduction

The School attaches the utmost importance to the safety, health and welfare of its employees and pupils whilst on school trips/visits. The school will comply with the guidelines stated in ‘ **Health and Safety of Pupils on Educational Visits – A Good Practice Guide**’, (*kept in Deputy Head’s office*) published by DCSF. The Head bears ultimate responsibility for providing direction and the overseeing of all visit arrangements is delegated to the Deputy Head.

Educational Visits

At Polam Hall Senior School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose
- Provide pupils with first hand experiences
- Enhance learning opportunities
- Develop personal skills
- Provide positive contribution to the development of cross-curricular dimensions
- Enhance specification planning

Planning

Educational visits are included in initial and long term planning as far as possible.

A visit timetable is produced yearly and placed on the school website.

All leaders of visits complete the paperwork laid out in ‘**Polam Hall – Visit Organisation Information/Forms**’ (*in staff room*) as far as is possible in advance and submit to Deputy Head. A risk assessment for each visit is compulsory other than the following exceptions where a generic risk assessment is submitted at the start of each school year:

- Sports fixtures
- Theatre trips
- Duke of Edinburgh walks/practice and assessed expeditions.
(*specific detailed risk assessments submitted if conditions/activities not covered on generic form*)

Signed

Date