

# LVS ASCOT

## OFF-SITE EDUCATIONAL VISITS & TRIPS POLICY

*“Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances”.*

This policy has been evolved from the DCFS Health & Safety of Pupils on Educational Visits and associated documents and is consistent with the School's Mission Statement.

The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of social and personal learning and thinking skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum. This policy seeks to establish a framework which ensures that students can benefit from off site visits and trips in a safe, healthy and secure environment.

An off-site trip or visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined, clear, educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'. The school will consider financial assistance where appropriate. When these experiences are well planned, safely managed and personalised to meet the needs of every child they can:

- Improve academic achievement
- Provide a bridge to higher order learning
- Develop skills and independence in a widening range of environments
- Make learning more engaging and relevant to young people
- Develop active citizens and stewards of the environment
- Nurture creativity
- Provide opportunities for informal learning through play
- Reduce behaviour problems and improve attendance
- Stimulate, inspire and improve motivation
- Develop the ability to deal with uncertainty
- Provide challenge and the opportunity to take acceptable levels of risk
- Improve young people's attitudes to learning

Giving young people responsibility for achieving these outcomes helps them to learn from their successes and failures. Learning outside the classroom provides support for many different curriculum areas.

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All off-site visits require the permission of the Head Teacher of the Senior or Junior School s appropriate. Some off-site activities have blanket permission and are managed under a standardised risk assessment and procedures – e.g. Visits by boarders to local amenities, local sports fixtures.

The organisation management of these trips is covered by the LVS document “Trip Planning Instructions” which can be found in:

Z:\Teachers\General\_Information\Trips Documentation

**This documentation gives guidance on the following and on much more:**

- The types of trips that may be planned
- The trip planning process
- Rules pertaining to pupils on off-site visits and any specific rules pertaining to a trip.
- The information given to parents and pupils, planning for any special need, and any specific permission required for a trip, including medical emergencies.
- The pupil teacher ratio (using DCSF guidelines)
- Safeguarding regulations (see policy) pertaining to employees and adults accompanying trips - CRB checks, interviews and references taken. (See also Recruitment policy)
- Risk assessments for the activities undertaken on the trip, risk management strategies and first aid requirements
- Financial organisation, including insurance
- General pupil and group management including health and safety requirements (especially fire for residential trips)
- Emergency and crisis management

***Reviewed January 2012***

***Reviewer Helen Donnelly/Christine Cunniffe/Evelyne Meyer***

***This policy must be reviewed no later than: January 2013***