

ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

Educational Visits Policy

1. As the employer in an Academy School, the Governing Body is ultimately responsible for all school visits. It must support the Head Master and staff in all matters related to educational visits.
2. The Governors of the School recognise and appreciate that many valuable educational visits take place through the voluntary effort and goodwill of staff.
3. The highest professional standards of care must be required from employees for the well-being and safety of pupils, colleagues, and the party leader. Proceedings of a judicial or quasi-judicial nature may result from accidents.
4. Many short visits take place during the school day - e.g. visits to a local library, or other places in the immediate locality, in connection with work being done by pupils. Equally, there are many activities after school or on Saturdays, such as matches, which come within the School's regular programme. Such visits and activities are accepted as a matter of routine; they do not involve parents being asked to give consent, or fall within this document.
5. Visits should be part of a coherent educational programme, appropriate to the age and ability of the participants.
6. The children of staff, unless the child is a pupil at the School, must not be taken on school visits. If a teacher accompanies a visit and his/her son is also on the visit, the teacher does not count towards the 1:15 ratio.
7. The Governing Body must ensure that procedures are in place to monitor all school visits, making clear the responsibilities of the Head Master, Trip Leaders, Teachers, Volunteers, Parents and Pupils. (see 'Guidelines for Educational Visits')
8. The Governing Body must ensure that risk assessment is carried out for every visit. Risk assessment and risk management are legal requirements. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. (see 'Guidelines for Educational Visits' for guidance on risk assessment)
9. Exploratory visits should be carried out wherever possible particularly for school led visits. With the Head Master's prior approval, costs of an exploratory visit may be charged to the School budget.
10. The Governing Body must ensure that first aid is part of risk assessment. The group leader or a dedicated member of staff must have a basic qualification in first aid and ensure that an adequate first aid box is taken on visits of categories B, C and D. On category A visits, a first aid box must be taken.
11. The Governing Body must ensure that arrangements are in place to keep visit monies separate from other accounts. Arrangements for the return of unspent money should be made clear to parents and staff.

12. Any member of staff involved in visits is not permitted to accept gifts, rewards or benefits of any kind from the supply company as described in the School's Gifts and Hospitality Policy. Any member of staff in doubt about the acceptability of gifts or hospitality should consult the Head Master.
13. The Head Master must ensure that the pupil/adult ratio is appropriate for each visit before it is approved.

Categories of visit	Ratios
A Non-adventurous activities in the UK which do not include an overnight stay	1:15
B Non – adventurous activities which involve an overnight stay	1:15
C Any adventurous activities either non-residential or involving an overnight stay	*See note
D Visits abroad	1:10

***Note:** See Head Master re detailed ratios recommended by the specific national Governing Body of the activity.

There should always be a minimum of two supervisors, one of whom must be the same sex as the pupils. For occasions when a coach will transport directly to a supervised event, a coach can be supervised by two staff even if the pupil teacher ratio is greater than those indicated above.

14. For categories A and B, the relevant form should be submitted to the Head Master at least a month before departure; for category C, at least three months; and for category D, preferably six months ahead.
15. The organiser must ensure that parents are informed of any off-site visit or activity unless it is a regular part of the school curriculum which parents have already been informed about. Seeking annual consent for routine visits may be appropriate.
16. The organiser must ensure that parental consent is gained before a pupil engages in any off-site activity or visit. If parents withhold consent, their child must not be taken.
17. The organiser must satisfy themselves that all travel arrangements are suitable for the visit.
18. All appropriate insurance is already in place.
19. Organisers and supervisors must be aware of emergency procedures in the event of an accident.
20. **The "Staff Code of Conduct" applies on all visits.**
21. The organiser must ensure that accident forms are completed where appropriate.