



ST GEORGE'S ACADEMY

EDUCATIONAL VISITS POLICY

The policy of the Academy is to foster a range of visits during the academic year that are essential to the wide range of children in the Academy; that will enhance their educational and personal development whether in the taught curriculum or beyond; and that foster, through the collective benefits of such visits, the spirit and ethos of the Academy.

The Academy has its own procedures, detailed in the Education Visits Procedure Document. These procedures apply to all visits and must be followed meticulously. At all times, in questions of doubt, staff must consult with the Principal or the Vice Principals.

It is an assumption of the policy that it is intrinsically good for all children to experience the environment outside the Academy and that they should be encouraged to broaden their horizons by participating.

Equality of opportunity is important; inevitably some children may not be able to afford some visits, but, where reasonable, some help may be given by the Academy to help some children to benefit from visits (particularly where they are currently eligible for Free School Meals, or in Local Authority Care).

All visits and off-site activities should be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background, medical needs and physical disability. The Academy does, however, retain the right to deny access to participate in certain activities on the grounds of Health and Safety.

A "visit" constitutes any official activity organised by the Academy and its staff off-premises; it may therefore vary from a lesson to several weeks, from a survey locally, to a trip abroad.

No member of staff is compelled to supervise a visit, though we are fortunate in having so many colleagues who enjoy visits and see their value to the students. However, every member of staff participating in a visit, whether a leader or not, must be mindful of his/her responsibilities in law and must discharge his/her responsibilities *in loco parentis* in a reasonable manner. Thus, for example, those on overnight visits must accept that they are "on-call" at all times.

Children need to be supervised sensibly and with care; occasions when children may be on their own without direct staff supervision must be notified to parents in advance whenever possible and in these circumstances any ground rules about e.g. behaviour/accidents must be explained clearly to the students.

It is important to repeat that we must be reasonable in our organisation and supervision of children: we cannot legislate for Acts of God or a child who ignores the teacher's instructions, or does not employ good common sense. Equally, the teacher may have to deal with the emergency, the unexpected, the sick child, in exactly the same way as a parent may have to. A key rule-of-thumb in making decisions, in advance or on the spot is to consider the common sense approach - basically the rule is to avoid complications and to minimise risks. If at all possible, consult with other staff.

All staff considering taking an educational trip must consult with the Senior Leadership Team before proceeding with any aspect of its organisation. Once agreed, the Educational Visit Co-ordinator (EVC) will have oversight of trips.

Risk Assessment is an important aspect of any trip and should occur for all off-site visits. It must be built into the planning process. If any Covid restrictions are in place all trips will need to adhere to applicable rules. Any students with symptoms of Covid should not attend Educational visits. Pupils may be excluded from any visit or trip where their behaviour presents an unacceptable level of danger to their own safety and/or others, the decision will be based on a



ST GEORGE'S ACADEMY

EDUCATIONAL VISITS POLICY

written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

Further evidence and guidance on risk assessment is available from the Educational Visit Co-ordinator and from the X-drive: *admin-trips*. Generic risk assessment forms are available on the X-drive.

Medical Conditions and Academy Visits

All staff have a "duty of care" when planning any Academy visit. The risk assessment procedures MUST consider pre-existing medical conditions of all students participating in the activity.

Please refer to the **Priority Medical List** in collaboration with the medical staff on each campus, which will be updated as required. Staff organising day activities must ensure that the risk assessment caters for the needs of all students on this list. All information on students will be kept securely by staff following GDPR guidance.

Parents of students on the list MUST be consulted when overnight events are planned to ensure that all potential issues are covered.

A mobile phone must always be carried on all off-site visits and contact details left at Reception and with the named Academy contact.

Policy Developed by: Rick Freeman, Vice Principal

Date Adopted: November 2023

Reviewing Committee: Teaching and Learning

Frequency of Review: 2 Years

Date last reviewed: November 2023

To be reviewed by: November 2025

Name M. Gavin Signature 

Committee: Teaching + Learning