



Be part of the family

# The Regis Academy

Version 1.0

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## Educational Visits Policy

<b>Date:</b>	<b>September 2021</b>
<b>Date of Review:</b>	<b>August 2022</b>
<b>Approved by:</b>	<b>A Pincher</b>

## **General Statement**

Educational visits are used to broaden the education of pupils and provide experiences that they would not normally encounter in their everyday life and to allow pupils to take part in activities that support their curricular needs.

## **Aims**

- To provide a broad and balanced curriculum.
- To promote moral, cultural, mental and physical development.
- To ensure that the pupil's health and safety is paramount at all times.
- To ensure that, whilst supporting the pupil's learning experience as little disruption will be made to timetabled lessons.

## **Process**

- Any member of staff wishing to arrange a trip/ visit must first seek approval from the Head of Centre at The Regis Academy.
- Before a trip/ visit is advertised a trip, plan and risk assessment must be completed and approved.
- For activities involving caving, climbing, trekking, skiing or water sports staff MUST check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- Parents/ carers will be informed of any activities arranged that are off school premises.
- A general letter of consent MUST be obtained for each participating pupil. If a consent form is not obtained then the pupil in question will under NO circumstances be able to attend the trip/ visit.
- Parents/ Carers may be asked to make a voluntary contribution towards the costs of the trip/ visit.
- No profit will be made by The Regis Academy from organising any trip/ visit.
- Any incidents or accidents will be reported to the Head of Centre at The Regis Academy as soon as possible and parents/ carers notified where necessary.
- A copy of the details of the trip/ visit must be left with a designated school contact for use in the event of an emergency.

## **Documentation**

Anyone organising a trip/ visit will require to complete or have the following:

- A trip plan
- A risk assessment obtained from site to be visited
- A general consent form
- A letter sent to parents specific to trip

- A register of all pupils attending

### **Staffing**

During extra-curricular activities where, political issues are brought to the attention of pupil's steps should be taken to ensure they are offered a balanced presentation of opposing views.

Staff to ensure that the trip provides the highest level of learning and that the safety of the pupils is not compromised all trips/ visits will be adequately staffed by teaching and support staff that have been fully DBS checked and are currently working for The Regis Academy. No outside additional support will be used for trips/ visits unless deemed beneficial to the pupil's learning experience and these persons would be DBS checked prior to the trip/ visit.

### **Behaviour Expectations**

The Regis Academy has clear expectations of the pupil's behaviour whilst both on and off school premises as outlined in the behaviour policy. This will be outlined to parents/ carers prior to booking any trips/ visits and any pupil found not to be meeting the expectations required will be withdrawn from the trip/ visit.

### **Emergency Procedures**

The trip leader will be responsible for the health and safety of all pupils participating in the trip/ visit.

- Full details of the pupils and accompanying adults on the trip/ visit will be given to the designated school contact, including home contact details of parents/ carers as appropriate
- All incidents and accidents will be reported to the Health Safety Officer and the Head of Centre of The Regis Academy.
- The Regis Academy will notify the parents/ carers as soon as possible of any incident or accident.

### **Monitoring and Evaluation**

All trips/ visits will be evaluated upon return in order to continually improve the process and experience for pupils and to ensure and problems encountered do not reoccur.