

St. Kevin's College - Lisnaskea

# Educational Visits & School Trips Policy



September 2018

## **St. Kevin's College - Lisnaskea**

### **Educational Visits & School Trips Policy**

St. Kevin's College is committed to incorporating educational visits into its schemes of work, providing that they will enhance pupils' relevant understanding and experiences and that their inclusion is practicable, considering the constraints of staffing, cost and time. Just as all other elements in course programmes, educational visits should have clear, relevant and achievable aims and objectives. School visits should arise out of the curriculum and general policies of the school. The aims might be academic or social or a combination of both.

Educational visits should be available to all of the pupils concerned and should be organised accordingly and taking into account guidelines of SENDO legislation. Clearly, in some instances the aim of the visit would make it appropriate for the educational experience to be available only to certain identifiable groupings, while on other occasions visits would be available to a wide variety of pupils. The guiding principle is that school visits should be open to those who would benefit from them according to their age, aptitude and ability with the constraints of the numbers that it is possible to accommodate. All staff in the school have the option to take part in visits. Staff who are not participating in a school visit should be prepared to cover for others if required.

A major consideration in the organisation of any visit must be the safety of the participants and in this, as in all other aspects, both school policy and the joint Education Authority (EA) Educational Visits Policy, Practice and Procedures 2004 must be complied with. The minimum adult to pupil ratio is dependant on the nature of the visit and the age of the pupils – staff must check that they comply with all school and the Educational Visits Policy, Practice and Procedures 2004 requirements and regulations. The group leader must be satisfied that the venue is a suitable one, with all that this entails, and where applicable that any officials from the venue who will be involved in the visit, are qualified, vetted and dependable.

Prior to any detailed organisation, permission for the visit to take place must be obtained from the Board of Governors. There is a requirement that teachers note the regulations for leave of absence with pay. This can only be granted by personal application to the Board of Governors in writing. This does not apply to normal leave of absence with pay already negotiated between DENI and Teacher Unions. In other circumstances, leave of absence with pay may be granted on personal application to the Principal, or in his absence or unavailability, the Vice Principal. Leave of absence for one or more days with pay can only be given by written application to the Secretary of the Board of Governors.

Due notice is required, but in extremis, or in cases of emergency, the Secretary and the Chairman of the Board of Governors may decide between meetings of the Board of Governors.

### **School Trips Extended (more than one day)**

It is important to note that charging policies and legislation in this area apply:

1. Teacher(s) must apply charging policy per statute.
2. Teacher(s) must apply one term in advance for permission from the Board of Governors to organise a school trip of more than one day duration.
3. Teacher(s) must apply for permission from the Board of Governors for leave with pay for the number of school days, staff days or exceptional closure days they may be absent from teaching duties.
4. Teacher(s) organising such an experience must apply by pro-forma provided for such purpose.

### **Educational Visits / Occasional (not more than one day)**

The criteria to be used as in Extended School Trips will be:

1. Charging policy statutes.
2. The necessity to deliver the curriculum to all pupils.
3. The necessity to have all classes covered by sufficient teaching staff at all times.
4. The reasonable application of substitute cover to the remainder of the teaching staff.
5. Insurance liabilities for staff and pupils.

In these regards the following is notified:

1. Staff must give thirty days notice by application to the Board of Governors in writing using the pro-forma provided (EVO Form).
2. Permission for such experiences cannot be assumed, must not be mentioned to pupils or parents before the granting of permission and no monies are collected from pupils or parents before permission is granted.
3. Once granted the leader teacher must complete the Planning Checklist Form (EV1 Form).
4. Centrally funded leave of absence with pay is delegated to the Principal and staff will be notified by the normal means of communication in advance. All pupil lists (appendix 2), supervisory teachers must be given to the Principal one week in advance.

## **Prior to the Visit**

Following approval from the Board of Governors for the organisation of a school visit, permission for the pupils to participate in whatever the visit involves must be obtained from their parents or guardians (using Appendix 1 – Consent Form). The parents or guardian must be fully informed about the visit in a letter from the lead teacher (named) which should explain:

1. Its nature and purpose to include aims & objectives).
2. Outline the programme, the destination, mode of travel / itinerary and accommodation making reference to issues which may involve an element of risk (risk assessment – appendix 5).
3. How and when the pupils will be supervised – making special reference to any work not directly supervised by teachers.

Pertinent details of the visit will need to be given to all those variously involved; pupils, accompanying teachers and non-teacher supervisors, to any officials who will receive and perhaps work with the school party. In addition to everyone being acquainted with the date, time, venue, programme details, nature and purpose regarding the visit in question;

- The pupils will need to be made aware of its relation to and implications for their recent, current or impending learning, and will need to know what will be expected of them on the visit in terms of their work and behaviour;
- Any accompanying teachers and any non-teachers supervisors will need to be carefully advised about their roles and responsibilities;

## **Prior To Departure**

In addition to the above, before departure from the school each member of the party should be provided with a comprehensive guide to their visit, including the following:

1. Dates and times of departures and arrivals.
2. Addresses of hotels etc.
3. Food and drink which may be brought (including special dietary needs of pupils).
4. Method & name of travel / transport company address and telephone numbers. (transport companies need to be VETTED \_CHILD PROTECTION)
5. Telephone numbers of the various venues, the school and emergency numbers in the home locality and away.
6. Any special clothing / equipment to be brought – identification of luggage and equipment.
7. A statement on the standard of behaviour (code of conduct) and any dos and don'ts.
8. Documents (passports and medical cards).
9. Main details of insurance cover.
10. Medical requirements.
11. Details of final payment and any cancellation requirements.

12. Pocket money details.
13. Details of potential dangers (Risk Assessment).
14. Work sheets / questions.
15. Educational Visits Form.

The guides should be provided both for pupils and the parents who in any case must be given the essential details of: names of teachers/ timings/ places/ telephone numbers/ insurance details/ emergency contact procedures.

The ultimate success and enjoyment of the visit will depend on the planning that has preceded it and the efficiency with which the actual visit is conducted.

The organising teacher must also ensure that everyone involved is aware of the contingency plans for inclement weather or unforeseen circumstances, aware of first aid facilities and aware of emergency telephone numbers.

The Lead teacher must ensure that when transport by coach or minibus is involved, the lead teacher must be satisfied that the vehicle(s) and operators comply with the statutory requirements of the EA and DENI. St Kevin's College fleet of Coaches and Minibuses should be used in all circumstances – unless unforeseen circumstances dictate otherwise.

Members of the school office staff should be notified of the dates & times of all visits and the pupils and teachers involved at least 5 days in advance. On any occasion when the pupils will be away from school, the canteen staff should be notified at least two days before the trip. In all cases, the teachers from whose lessons the pupils will be absent, should be advised of the fact – use of the staffroom notice board should be suitable for this purpose. Work should be set and forwarded to the Head of Year and office.

### **Risk Assessment**

All Educational Trips (less than and greater than 1 day) need the teacher in charge to carry out a Risk Assessment in accordance with St. Kevin's College Risk Assessment Policy.

This Risk Assessment needs forwarded to the Principal & Staff attending the Trip. The Trip needs the Risk Assessment approved by the Principal before the Trip can go ahead.

### **Return**

Before leaving the accommodation the leader should liaise with the manager to ensure that he/she is satisfied that everything is in order and any complaints are registered.

Parents should know precisely as possible the estimated time of arrival. Final accounts should be prepared, checked and forwarded to the Principal using the Post Visit Review Form (Appendix 5) noting any disciplinary or areas of concern and the Educational Visit

Incident Record Form (Appendix 3) if necessary noting incidents of any accidents, within 3 working days of return.

**PLEASE REFER TO ELB EDUCATIONAL VISITS POLICY**

**DIRECTIONS**

1. Log on to [eani.org](http://eani.org)
2. Go to publications (left hand side)
3. Filter – right hand side
4. Click on E
5. Select education Visits Best Practice 2009