

SCHOOL VISITS POLICY STATEMENT

INTRODUCTION

Teachers take responsibility for the Health and Safety of pupils in many environments during the pursuit of normal school life.

This responsibility extends well beyond the classroom, the building, the site and sometimes even beyond the country.

It is not an unreasonable expectation of parents to know where their sons/daughters are during or after the school day if they are not following the normal routine.

To ensure the safety of pupils and to offer staff the security of approved structures within which to operate, guidelines have been drawn up to cover all the following circumstances:

A Trips requiring liaison with the Trips Committee:

- Any trip abroad
- Any overnight trip including Sporting Fixtures
- Exceptional day trips not covered by the generic letter eg
 - Alternative Curriculum
 - Field Study
 - Poetry Days
 - Musical Events eg at the Bridgewater Hall

Preliminary documents are found in the Main Office

If in doubt, check with the Trips Committee

B Activities covered by a generic 'once in a school career' permission letter:

- after school sports fixtures*
- Saturday morning sports fixtures*
- Rehearsals – music and drama

Most sports fixtures are listed in the small blue diary distributed to parents at the beginning of each year.

As much notice as possible should be given to parents of rehearsals for Music and Drama.

C Activities which take pupils off site during the school day, but which do not require liaison with the Trips Committee:

- Sports Fixtures*
- Day Conferences

Staff who run 'during the school day' activities/fixtures are required to leave a list in the Main Office of those taking part, phone details of the destination and details of arrangements for return. However, teachers undertaking such trips should always be mindful of the special needs, particularly medical needs, of the pupils.

D Evening trips requiring documentation but not through the Trips Committee:

- Concerts
- Theatre Visits

These will require

- An initial 'consent form with payment' letter
- A follow up letter providing final details and requesting telephone number and name of picking up adult

E Open Events:

- Specific documents provided by Teacher i/c of Open Events

** After School, Saturday morning and 'during the school day' sports fixtures require team members to have completed Information Slip providing timing details for parents.
 It is the pupils' responsibility to do this.*

This policy has regard to DfE Guidance *Health and Safety of pupils on Educational Visits*