



Educational Trips and Visits Policy

Date of Review : September 2019

Castle Tower School caters for pupils with special educational needs in the North Eastern area of the Education Authority. The school provides education for pupils from 3 to 19 years old with a wide range of barriers to learning.

At Castle Tower we celebrate the talents of each individual and strive to improve the quality of each person's life by developing confidence, tolerance, honesty, happiness and curiosity. We aim to develop within each individual the skills they require for a full and happy life and help them to be independent, ambitious and look forward with hope to the future.

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever and whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control a visit should provide a rich learning experience for the pupils.

The following guidelines are designed to support the planning and implementation of educational visits at Castle Tower School.

Guidance for Educational Trips and Visits

This document is designed to aid staff in the organisation of educational trips.

The key areas which need to be considered when organising a trip are;-

- The Activity
- Consent
- Pupils
- Medical information
- Transport
- Staffing
- Costing
- Risk Assessment

The Activity

Educational visits may be defined as all academic, sporting, cultural, creative and personal development activities which take place away from school and make a significant contribution to the learning and development of those taking part.

When you are considering a school trip you should put the proposal to your Head of Key Stage for approval.

- ❖ This proposal should include:
- ❖ The venue
- ❖ The activities
- ❖ Pupils involved
- ❖ The date and time
- ❖ Proposed members of staff attending
- ❖ Cost of trip

(Trip Approval Performa Appendix 1)

Pupils

A list of pupils should be given to your head of key stage prior to the trips confirmation. This will allow the head of key stage to assess each pupil's suitability. Staff should carry out risk assessments on individual pupils and this will be used as a basis for making a decision whether or not a pupil can participate. In certain cases there may be health and safety factors to consider.

Consent

Consent forms must be filled in by parents/carers of every pupil attending the trip. Consent forms need to inform parents/carers of the activity being undertaken by their child.

(Sample consent forms attached Appendix 2)

Parent contact details should be held by the Head of Key Stage and the trip organiser.

(Sample Parent contact sheet Appendix 3)

Medical Information

Staff must ensure they have a detailed knowledge of any medical needs of pupils on the trip. Specific needs may require trained staff to attend the trip.

NEVER LEAVE SCHOOL WITHOUT ALL THE PUPILS MEDICATIONS

Transport

Board buses can be used if the trip is local. For longer distances either the school minibus or a rented bus needs to be used. A charge should be levied for all transport including the school mini bus.

The school minibus can be booked using the online booking system.

If you propose to rent a bus, please give quotes to your head of key stage for approval before booking.

Staffing

When you are considering staffing for a educational trip please ensure the following;-

- There is the correct staff to pupil ratio
- Staff are aware of all the needs of the pupils
- Staff are fully aware of what is expected of them on the trip (for example on a canoeing trip they are happy to get on the water?)

The leader of the trip should supply a list of proposed staff for approval of their Head of Key Stage prior to the trip. Staff accompanying pupils on a residential are given time in lieu in consultation with the Principal. Time in lieu will be allocated by the leadership team.

1 night – 3 hours

2 nights and above - 1 day off

Time at weekend – 3 hours off

Costing

Where possible all trips should be self funding and a charge may be made to pupils as appropriate. The leadership team should be made aware of any potential cost to the school before the trip is approved.

All fund raising for events/trips/visits should be brought to the leadership team prior to the organisation of the event. A decision will be as to whether monies are put into the school account or ear marked for a particular purpose

Risk Assessment

A detailed risk assessment should be carried out prior to any trip. This risk assessment should take into consideration:

- Transport
- The venue
- The activity
- The needs of the group
- Any specific needs of individual pupils.

(Example risk assessment Appendix 4)

Application for an Educational Visit

Campus_____ Group Leader_____

Additional Staff_____

Visit Venue_____

Please State the Purpose of the visit

| |
|--|
| |
| |
| |

Date of Departure__/_/___ Date of Return__/_/___

Time_____ Time_____

Transport Arrangements

School Minibus Booked YES/NO Driver_____

Board bus Booked YES/NO Driver_____

Other Please Specify_____

Cost of trip _____

Pupils attending

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

If this is a class trip and any pupil is not attending please state their name and reason below.

Signed_____ Date__/_/___

Head of Key Stage

Woodhall Residential
Agreement Form

I, the parent/carer of _____ give consent for my son/daughter to participate in the residential trip to Woodhall. I also agree to collect my son/daughter immediately should they break the rules or refuse to do as asked during any of the activities.

MEDICAL INFORMATION

Is your child on any Medication YES/NO

IF YES PLEASE GIVE FULL DETAILS OF THE DOSAGE NEEDED INCLUDING THE AMOUNT OF TIMES A DAY.

MEDICATION _____

DOSAGE _____

TIME OF EACH DOSE _____

Please outline any special dietary requirements:-

Is your son/daughter allergic to any medication: Yes/No

If yes please give details:

Signed _____
Parent/Carer

Date ____/____/____

EMERGENCY CONTACT INFORMATION

Name of Parent/Guardian_____

Emergency Contact Telephone Number_____

Second emergency contact number

Name of Contact_____

Telephone Number_____

Other comments/requirements:-

Signed_____
Parent/Carer

Date__/__/__

Appendix 4

Risk Assessment –

VENUE:

DATE:

SCHOOL/GROUP:

| HAZARD IDENTIFIED | PERSON(S) AT RISK OF HARM | INITIAL RISK OF SERIOUS HARM | CONTROL MEASURES TO BE USED | FINAL LEVEL OF RISK |
|---------------------------------------|---------------------------|------------------------------|--|---------------------|
| Coach accident | Pupils Staff Public | Medium – High | Care taken by insured, responsible driver All seatbelts worn | Low-medium |
| Fire | Pupils Staff | Medium – high | Teachers/leaders and support staff to check that all fire safety procedures are followed | Low |
| Incident requiring medical treatment | Pupils Staff | Medium – low | A qualified first aider to be part of teacher-leader team. Ambulance to be called if necessary. Each group leader to carry a first aid kit and mobile phone and to be aware of the nearest public telephone | Low |
| Trips or falls | Pupils Staff | Medium – high | EVC to obtain information of potential hazards from Woodhall prior to visit. Necessary precautions taken. First aid kit to be carried by each group leader. | Medium |
| Becoming lost or separated from group | Pupils Staff | Low-medium | Groups to follow teacher-leader. Safety talk and pupils to be informed of areas that are out of bounds. | Low |

| | | | | |
|---|----------------------------------|-------------------------------------|--|----------------------------|
| | | | Pupils to be escorted by an adult at all times. Each group to have at least one teacher leading the group and another adult bringing up the rear. Teacher/leader to conduct regular head counts. | |
| Loss of control of pupils | Pupils Staff Public | Low-medium | Pupils to be supervised at all times. Written School Code of Conduct to apply to pupil behaviour. | Low |
| Falling into river – hypothermia, swept away, drowning, death | Pupils Staff | Medium – high | Participants to keep away from waters edge unless permission is granted by instructor/teacher-leader. | |
| HAZARD IDENTIFIED | PERSON(S) AT RISK OF HARM | INITIAL RISK OF SERIOUS HARM | CONTROL MEASURES TO BE USED | FINAL LEVEL OF RISK |
| | | | Safety talk by instructor/teacher-leader. Instructor/teacher-leader to stand downstream of students. Instructors/teacher-leader to be aware of emergency procedure in case of hypothermia | |
| Traffic when walking into Kilrea | Pupils Staff Public | Medium – High | Where possible crossing of roads to be limited to pedestrian crossing points. Teacher-leader to stand in road and when safe instruct pupils to cross walking in front of teacher-leader. If no pavement, | Low |

| | | | | |
|---|-----------------|---------------|--|--------|
| | | | walk single file and as close to the side as possible | |
| Dogs when out walking | Pupils Staff | Medium | Do not approach provoke or feed dogs. | Low |
| Poisonous flora – allergy, rashes, swelling, breathing difficulties | Pupils Staff | Low-Medium | Safety talk by teacher/leader. No flora to be eaten | Low |
| Exposure to adverse weather conditions | Pupils Staff | Low-Medium | Teacher/leader to monitor weather conditions and their impact on the group. Teacher/leaders aware of emergency procedures. Sun cream to be available | Low |
| Orienteering – uneven surfaces – trips, falls | Pupils Staff | Medium | Pupils encouraged not to run. Teacher/leaders issue warnings with regards to hazardous areas. | Low |
| Archery – arrows (stray); Arrows on the group in front or behind target | Pupils Staff | Medium – High | Strict discipline maintained. Warning signs at access points to range Backstop netting, fencing or overshoot area behind targets Visual check prior to shooting Correct technique used for withdrawing arrows Pupils not permitted to retrieve arrows. Long hair tied back, ear rings removed Instruction, demonstration and ongoing coaching from trained instructor All equipment checked by instructors prior to use. Daily and weekly equipment check carried out? | Medium |

