

EDENFIELD GIRLS HIGH SCHOOL [EGHS]

Educational Visits Policy

Planning the visit

What is needed for planning a trip:

- Discussion in the department about the aims and objectives of the trip
- Go through the Health and Safety Issues
- Decide on the Student to Staff Supervision Ratio Suggested 1:15. However for theme parks 1:10.
Trips abroad 1:8
- Do a Risk Assessment

Decide who is going to organise the trip

This includes the venue, coach, seeking permission of the Head Teacher, informing the cover co-ordinator (The Head teacher until the school expands and the role is allocated to others) and the members of staff/parents who you want to accompany you. Finding out if there is a facility for prayer.

Sending Health and Safety form to the venue and the Head teacher for overview and signing off and seeking approval and parental consent.

Seek permission from the Head Teacher – At least 10 working days before trip. Visits aboard or those that will carry a higher risk must be authorised by the Governors.

Health and safety information from the venue

You may wish to visit the venue beforehand, but this visit should take place in your own time.

The organiser may wish to send home a letter to parents containing information about the venue and the expected behaviour of their daughters. This is recommended for trips like theme parks when poor behaviour might result in accidents. Also, for them to indicate any up to date medical conditions and associated medications e.g. inhalers/epi pens etc.

On certain trips i.e. adventure trips or those abroad, you might also advise parents for the need of extra insurance cover.

On the day of the trip, the organiser should brief pupils on expected behaviour and any Health and Safety Issues.

All serious accidents should be reported as soon as possible to the Head teacher who will contact the relevant Trust Convenor (Chair of Governors – Imran Ashraf) and parents as soon as possible.

EDUCATIONAL VISITS POLICY AND GUIDELINES

RISK ASSESSMENT - STEPS TO BE TAKEN WHEN ASSESSING RISKS

<p>1 PLACE TO BE VISITED E.G. PARIS</p> <p>Potential hazards:</p> <ul style="list-style-type: none">*walking in the city streets*travelling by ferry*loss of passport*unsuitable hotel
<p>2 LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE SIGNIFICANT HAZARDS TO YOU IDENTIFIED:</p> <ul style="list-style-type: none">*pupils*non-teaching staff*pupils with medical conditions (ensure inhalers, epi pens etc are brought along)*teachers*group leader
<p>3 LIST EXISTING CONTROLS OR NOTE WHERE INFORMATION MAY BE FOUND:</p> <ul style="list-style-type: none">*ensure sufficient supervision*know details of the consulate*clear guidance to pupils*exploratory visit
<p>4 HOW WILL YOU COPE WITH THE HAZARDS WHICH ARE NOT CURRENTLY OF FULLY CONTROLLED UNDER (3)?</p> <p>List the hazards and the measures taken to control them.</p>
<p>5 CONTINUAL MONITORING OF HAZARDS THROUGHOUT THE VISIT:</p> <p>Adapt plans and then assess risks as necessary</p>

This policy was adopted on	Reviewed by	Date for review
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020