



THAMES LEARNING TRUST

Name of Policy	Educational Visits Policy
Scope of Policy	This policy relates to all academies across The Thames Learning Trust.
Approved by	Chief Executive
Date of Approval	November 2019
Review period	Three Years
Review Date	November 2022

GROWING STRONGER TOGETHER



THAMES LEARNING TRUST

The Thames Learning Trust Educational Visits policy

The Thames Learning Trust Board of Trustees believes that young people benefit enormously from taking part in educational visits. In particular, they have opportunities to undergo a wide range of experiences to enhance their learning outside the classroom as well as to help them develop skills and confidence. Longer visits in particular encourage greater independence.

Health and safety measures should help young people to do this safely, not stop them.

The Board of Trustees delegates to the Principal the responsibility for establishing the detailed procedures, consistent with the guidance.

These detailed procedures will encompass the following:

Approval of an educational visit

- Arranging and obtaining consent
- Charging and remissions policy
- Acceptable supervision and ratios
- Insurance arrangements
- Competence of the visit leader
- Planning procedures including risk assessment
- Conduct and safety
- Information to parents/carers and young people
- Emergency procedures including first aid arrangements and Plan B
- Specific arrangements including those for young people with special educational needs (SEN) or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- Evaluation and monitoring
- Travel arrangements including use of public transport, hire of minibuses and coaches, use of own minibus and use of private cars
- Young people travelling unaccompanied.

The Board of Trustees requires the Principal to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the local governing body as appropriate.

The Board of Trustees delegates the approval of educational visits as follows:

- i. Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by the Principal
- ii. A half or whole day visit that requires the use of transport must be approved by the Principal
- iii. A day visit abroad must be approved by Chief Executive Officer
- iv. A visit abroad requiring one or more nights residential must be approved by the Board of Trustees Safeguarding and Health & Safety Committee
- v. An extra-curricular activity (e.g. a sports fixture at another school) must be approved by the Principal
- vi. Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by the Board of Trustees Safeguarding and Health & Safety Committee.