

CITY OF LONDON SCHOOL FOR GIRLS

SCHOOL POLICY AND PROCEDURE ON EDUCATIONAL VISITS

The following Policy and Procedure was adopted by the Board of Governors of CLSG on 20th June 2002. This policy was reviewed by the governors in December 2008.

Policy

Educational visits are central to the life of the school. Some visits are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other visits are of a broader but equally essential educational nature, relating to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.

The school's Board of Governors will be kept informed of all educational visits. The approval of Governors will be specifically required for all visits involving adventurous activities. All educational visits will be planned with current DFE and National Guidance in mind.

Certain visits take place in which CLSG students may participate but which are not organised, run, or staffed by the school. Examples of these trips include STA Tall Ships Voyages, and contracted out Duke of Edinburgh's Award Scheme Activities run by centres such as The Jubilee Centre. Where these occur the "duty of care" of the pupils rests with the provider, and this is made clear to the provider and parents.

A briefing meeting for parents must be held before they are asked to sign up for any visit which involves hazardous activities, remote locations or any other unusual factors.

Procedures for Educational Visits

Application and Approval

A form for Approval in Principle for an Educational Visit is attached at Annex B, with appendices to be filled out for certain types of trip where required. A Preliminary Educational Visit Budget Form is also attached at Annex C. The Headmistress's first signature on the form for Approval in Principle indicates that the member of staff proposing the visit may go ahead with planning, including approaching parents and outside providers of services.

Final permission for the visit has only been given once the signatures of the Bursar and Deputy Head have been received and the Headmistress has signed for the second time.

No visit may be publicised to girls or parents and no money may be collected nor financial commitments entered into until Annexes B and C have been completed and countersigned by all required parties as indicated.

Normal school expectations of pupil behaviour apply on all school visits. Pupils and their parents will be required to sign a copy of the standard Code of Conduct for Educational Visits.

The Headmistress reserves the right to exclude any girl from a visit on medical or other material grounds such as concerns over her behaviour. The Headmistress may require potential participants in a visit to undergo a medical examination to determine whether they are fit to take part. This examination may be carried out by the school doctor or by the girl's GP if the GP is willing to give the school a full confidential report on the check.

It is not normally appropriate for staff to be accompanied by members of their family on visits and the written agreement of the Headmistress is required before any exception can be made to this rule.

Financing of Educational Visits

All visits must be self-financing. As far as possible, visits should be scheduled to avoid clashes and competition between visits. All collection of money and other financial transactions must be handled by the Finance Office. The member of staff organising the visit is responsible for keeping precise and clear records of all income and expenditure relating to the visit.

The Bursar must approve any schedule for payment in instalments by parents and any staggered schedule of payment to outside service providers. Parents must be fully informed of all details relating to cancellation and withdrawal of their daughters from a visit, including information about possible loss of deposits.

If the organiser of a visit intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Headmistress and Bursar in advance. The financing of staff places on all school visits must be approved by the Bursar.

The Bursar should be consulted about any girl who is an Assisted Place holder or who might otherwise qualify for financial assistance. No parent or girl must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.

Staffing of Trips

Standard ratios of staff to pupils are:

Secondary Age Pupils 1 teacher for every 15 pupils for visits in the UK

1 teacher to every 10 pupils for visits outside the UK

Primary Age Pupils 1 teacher to every 10 pupils for all visits

Staff planning to organise a visit must consider the ages, behaviour and other factors relating to the children they are planning to take, together with the activities to be undertaken, and where necessary plan to take a greater number of staff with them. All visits must normally be accompanied by at least two CLSG teachers, no matter how small the number of girls going on the visit. For residential visits, at least one teacher must be a woman.

The school's catering manager must be informed of girls who will be missing from school lunch and requests for packed lunch should be submitted well in advance.

If the visit is to take place outside normal school hours in whole or in part, the organiser of the visit is required to recruit two emergency contacts for the visit. Before departure, parents must be given full contact details for the entire duration of the visit.

A First Aid kit must be taken on all visits out of school. Organisers of visits must factor possible First Aid and medical requirements into their planning of all visits. Sister and/or the school doctor should be consulted where necessary.

One week before departure, a full set of documents relating to the visit must be given to:

- The Headmistress's PA
- The Bursar
- The Deputy Head
- Both Emergency Contacts (unless the Deputy Head and Bursar are fulfilling these roles)

These details should include:

- A full list of all participants, including staff, together with their emergency contact details
- Copies of all parental consent forms and medical information forms
- Contact numbers for use during the visit
- A full and detailed itinerary including any contingency plans
- Copies of contracts with travel companies and other service suppliers where applicable
- Copies of all insurance policies and other documents relating to matters such as emergency medical aid abroad

Special arrangements for supervision are made when pupils of the school undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take

part in unaccompanied activities. Details of the school's policy and procedure for Duke of Edinburgh Award Scheme activities appear at Annex K.

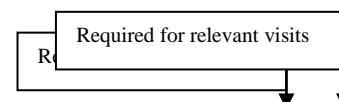
References

External

- [National Guidance www.oeap.ng](http://www.oeap.ng)
- ["Health & Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies"](#)
- ["Good Practice in Adventure Activities within the Education Sector," An Adventure Licensing Authority guidance document](#)
- ["School Trips" ROSPA guidance documents](#)
- ["Health & Safety on Educational Excursions" Scottish Government guidance document](#)
- ["School Trips: Glenridding Beck,"](#) and ["Five Steps to Risk Assessment,"](#) Health & Safety Executive guidance documents
- [Child Safety Education Coalition](#)
- ["Taking Students Offsite" ATL guidance document](#)
- ["What is Outdoor Learning?"](#) and ["Why does Outdoor Learning Matter?"](#) Institute for Outdoor Learning guidance documents

Internal

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Pupil Code of Conduct
- Pastoral Care, Discipline and Exclusions Policy
- SEND Policy
- Supporting Pupils with Long Term and/or/Serious Illness Policy
- City of London Equal Opportunities Policy

Summary of Enclosures:

Annex A:	Staff Checklist for Educational Visits	*	
Annex B:	Approval in Principle Form	*	

Appendix 1:	Firm Selection for Tour Operators and Centres		*
Appendix 2:	Outdoor Activity Centres		*
Appendix 3:	Accommodation for Out-of-School Visits		*
Appendix 4:	Questionnaire to be completed by an Adventure Activity Provider		*
Appendix 5:	Off Site Swimming Pool Checklist		*
Appendix 6:	Farm Visits		*
Appendix 7:	Canoeing/Sailing/Climbing/Mountaineering/Walking/Windsurfing and other Adventurous Activities		*
Appendix 8:	Ski Equipment		*

Annex C:	Preliminary School Educational Visit Budget Form	*	
Annex D:	Risk Assessment Form	*	
Annex E:	Parental Consent Form and Confidential Medical Information Form	*	
Annex F:	The School's Code of Conduct for Educational Visits.	*	
Annex G:	The School's Emergency Procedures Framework	*	
Annex H:	Example of Letter to Cover Host Family Vetting and Unsupervised Activities		*
Annex I:	Example of Letter to Confirm Suitability of Families to Host School		*
Annex J:	Example of letter to be sent to Parents concerning "contracted out educational visits" run by organisations other than the school.		*
Annex K:	School's Policy and Procedure for Duke of Edinburgh Award Scheme activities		*