BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

EDUCATIONAL TRIPS, VISITS AND EXCHANGES POLICY

RATIONALE

Bishop Heber High School delivers the National Curriculum to all students but believes in offering a much broader curriculum than the minimum requirement. The School aims to provide "all its members with a central resource to enhance the quality of **opportunity**"… where students can "learn and grow into active global citizens" and this is underpinned in the fundamental belief that "we recognise the differences, values and beliefs of each individual yet acknowledge the responsibility we all have to treat everyone with **respect**". The School encourages students to co-operate with one another and to seek common goals. We actively promote and celebrate students' **achievement** in academic study, sport, performance, creative art and community work to enable students to take a broad view of the life and opportunities which lie ahead.

Our vision is a School in which ***Respect***, ***Opportunity***, and ***Achievement*** can flourish. These aspects of the School vision - and many more - can be excitingly and effectively developed through group activities away from School.

We believe strongly in the value of educational visits and residential courses. They provide opportunities for adventure, novelty, independence, co-operation and self-reliance. In addition they offer freedom from timetable constraints, enhance personal relationships and encourage flexible approaches to learning.

CONTEXT

Bishop Heber High School is an 11 to 18 rural comprehensive school within Cheshire West and Chester Local (CWaC) Authority. The whole area of extra-curricular activities is governed by LA and national policies affecting insurance, charging, health and safety, supervision and other related matters.

POLICY

1. All activities will be subject to relevant national regulations and LA policies, inclusive of all trips and visits following the current Covid guidelines for the relevant destination.

2. The overall responsibility and oversight for all off-site activities is held at School Senior Management level.

3. A nominated 'Educational Visits Co-ordinator (EVC) be identified to the LA and Governors in order to assist communication and updating.

4. Routine notification to LA of parties undertaking trips abroad, residential visits, standard adventure activities or fieldwork in hazardous terrain (Category 2). This should be a minimum of four weeks before visit commences. The EVC will ensure that the trip has Governor approval prior to notification to the LA.

5. Specific proposals for unusual, high profile or other activities which could generate serious risk are to be notified to the LA's Adviser in order that the Authority may give its approval at the initial planning stage (Category 3).

6. Governors have a responsibility to specifically approve **all** residential activities involving students at

this School, prior to their taking place. This enables them to have an overall picture of what is provided by the School, to ensure balanced activities across the curriculum. Day trips do not require prior Governor authorisation, but will be notified to Governors on a half-termly basis for review.

The Governors, in seeking to approve proposals for educational visits, residential courses and student exchanges will take due regard of LA Guidance as well as the *'guiding principles'* below:

a) Equal Opportunities legislation and the SEN and Disability Act 2001 (or any updates). Consideration should also be given to disadvantaged, gifted and talented students as well as students with special educational needs.
b) The comprehensive nature of the School's intake. During any student's time at the School, a range of opportunities should be offered appropriate for all abilities and socio-economic backgrounds.
c) The safety of students and staff.
d) The desire to establish and strengthen international links.
e) The need to offer a balance of visits across the whole school curriculum. Governors are keen to encourage visits organised by Subject Areas which have not traditionally offered residential experiences to students.
f) The length of visits. During their time at Bishop Heber, all students should be given opportunities to take part in half-day, full-day and longer (residential) visits.
g) All trips and visits must be relevant to the curriculum or provide enrichment to the students' education. Exceptions can be made where the trip takes place in its entirety during a School holiday, e.g. skiing.
h) Governors will consider whether the timing of a visit has taken into account the school calendar, e.g. exams and revision sessions; wherever possible, Governors would like trips and visits to be made during school holidays so as to impact least on classroom learning and staffing, though acknowledge that this will not always be possible.
i) Governors will also consider whether a proposed trip offers "best value" – Group Leaders must be able to justify any costs and where possible provide choices.
j) Governors will expect Group Leaders to have considered whether a foreign or UK-based trip offers better value for money and/or reduced travelling time, where the same quality of learning is offered.

The Out of Hours Learning Co-ordinator will ensure that a list of possible visits is included in the School's Prospectus and placed on the School's website, so that parents can plan for opportunities, which their children might be offered throughout their time in the School.

7. Prior to presentation to Governors, Group Leaders must ensure that their proposal has the approval of the Deputy Headteacher (Curriculum).

8. Group Leaders of all trips/courses of more than two nights, will submit their proposals using Appendix B to the SPA Committee of the Governing Body. These proposals must be comprehensive and include full travel details, staffing and costings. Group Leaders must be able to show value for money and relevance to the curriculum, detailing any alternatives which have been considered. The proposal should be detailed enough to outline their proposals and answer any questions that will support the Governors in their ability to make a decision about the

viability of educational visits, residential courses and student exchanges based on the guiding principles above.

9. The outcomes of decisions from the Trips and Visits Committee of the Governing Body will be recorded at the next meeting of the full Governing Body (FGB). The Deputy Headteacher (Curriculum) will feedback the Governors' decision to the Group Leader.

10. Approval for all Residential Trips, Visits and Exchange programmes which will take place outside the European Union, or which fall within Category 3 as defined by the Local Authority, must be obtained before each trip. Approval for all other Residential Trips, Visits and Exchange programmes must be renewed every three visits, or three years, whichever is the sooner, or at the discretion of the Governing Body, e.g. a Duke of Edinburgh Gold Award which involves three or four different expeditions can be counted as one visit, if full details are submitted together.

11. Following approval, **any** price increases to a proposed trip must be re-submitted to SLT for approval. Any changes to a visit programme or parameters which affect the price by more than 10%, must be resubmitted for Governor approval.

12. Any changes to a visit programme or parameters which would alter the risk assessment or lower the educational content **must** be resubmitted to SLT for approval, who will judge whether they need to be re-submitted for Governor approval.

13. Group Leaders are legally required to carry out a risk assessment on all visits to identify potential risks and ways to prevent or reduce them. Normally this should be carried out on a preliminary visit of the site and be recorded to show that clear and effective planning has taken place.

14. Comprehensive risk assessments prepared by travel and/or adventure companies may be acceptable, subject to approval by the EVC.

15. Wherever possible, trips and visits should be made to sites/locations/companies/institutions which are holders of a Learning Outside the Classroom Quality Badge, or provide justification where this is not possible.

16. Group Leaders, in conjunction with the EVC, must take account of previous evaluation reports where a trip or visit has been carried out previously.

17. Group Leaders may approach families with written outlines of trips prior to receiving Governor approval in order to judge how much interest there is; however, it must be made clear that this is an expression of interest and that the visit will be subject to Governor approval and may not take place.

18. Teachers and other staff supervising students are in loco parentis. They must always act in the manner of a reasonable parent.

19. Other adults may accompany official School visits, as approved by the Headteacher.

20. Staff should refer to the national guidance on trips and visits provided at **http://oeapng.info/** this is a live document updated periodically which contains nationally agreed good practice.

21. Insurance arrangements for staff and students will always meet the highest standards required by law, the LA, the travel company and the parents.

22. The School will seek assurances from operating companies about quality standards in general and instructor qualifications and safety standards in particular.

23. Following a residential trip, visit or exchange programme, the Group Leader must complete an evaluation form and return to the EVC. The evaluation must be taken into account of when planning future trips, visits or exchange programmes of the same type or to the same place. The review should cover the good and bad points of the visit and any unforeseen pitfalls encountered.

24. When allocating Bishop Heber staff to these activities, the Headteacher will give due regard to the qualifications and experience of those staff, though it is expected that only experienced staff will be counted amongst the supervising ratios on Category 3 trips (e.g. watersports, skiing, or visits to more remote foreign locations, where there is considered to be a higher degree of risk). In the case of visits during school time, the Headteacher will also consider the impact that the absence of staff will have on the students remaining at School.

25. An annual Activity Week during July will include many residential projects and educational visits and form the core of the programme. Other residential activities will take place during the year and wherever possible, parents will be informed well in advance of the opportunities planned for their child. The School has its own view on priorities and will make this view known to parents. We recognise that parents and students have the right to make their own decisions about this.

26. All students participating in a trip must comply with the Trip Leader's behaviour expectations code of conduct, which are outlined in the School's Behaviour and Discipline policy.

27. Appendix A (Trips & Visits flow diagram), shows the procedure (pathway A, B, C or D) the trip leader is to follow when organising a trip.

CONCLUSION

An outstanding programme of educational visits and residential courses depends on the co-operation of staff, financial conditions and other factors. The School cannot guarantee a programme from year to year. However, this policy aims to promote a programme which serves **all** students well and gives parents the opportunity to plan ahead. The Governors will implement the policy to this end.

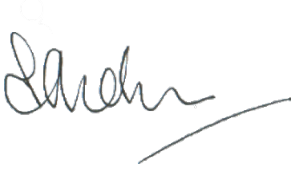
This statement of policy is subject to the regulations of the booklet 'Health and Safety of Students on

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Educational Visits' (1998), the policy of Cheshire West and Chester Local Authority relating to Educational Visits and Overnight Stays (2000) and also the national guidance available at **http://oeapng.info/**





Signed: Mrs S Anderson (Chair of Governors) Mr D Curry (Headteacher)

RELEVANT GOVERNMENT & OTHER GUIDANCE AT THE TIME OF APPROVAL

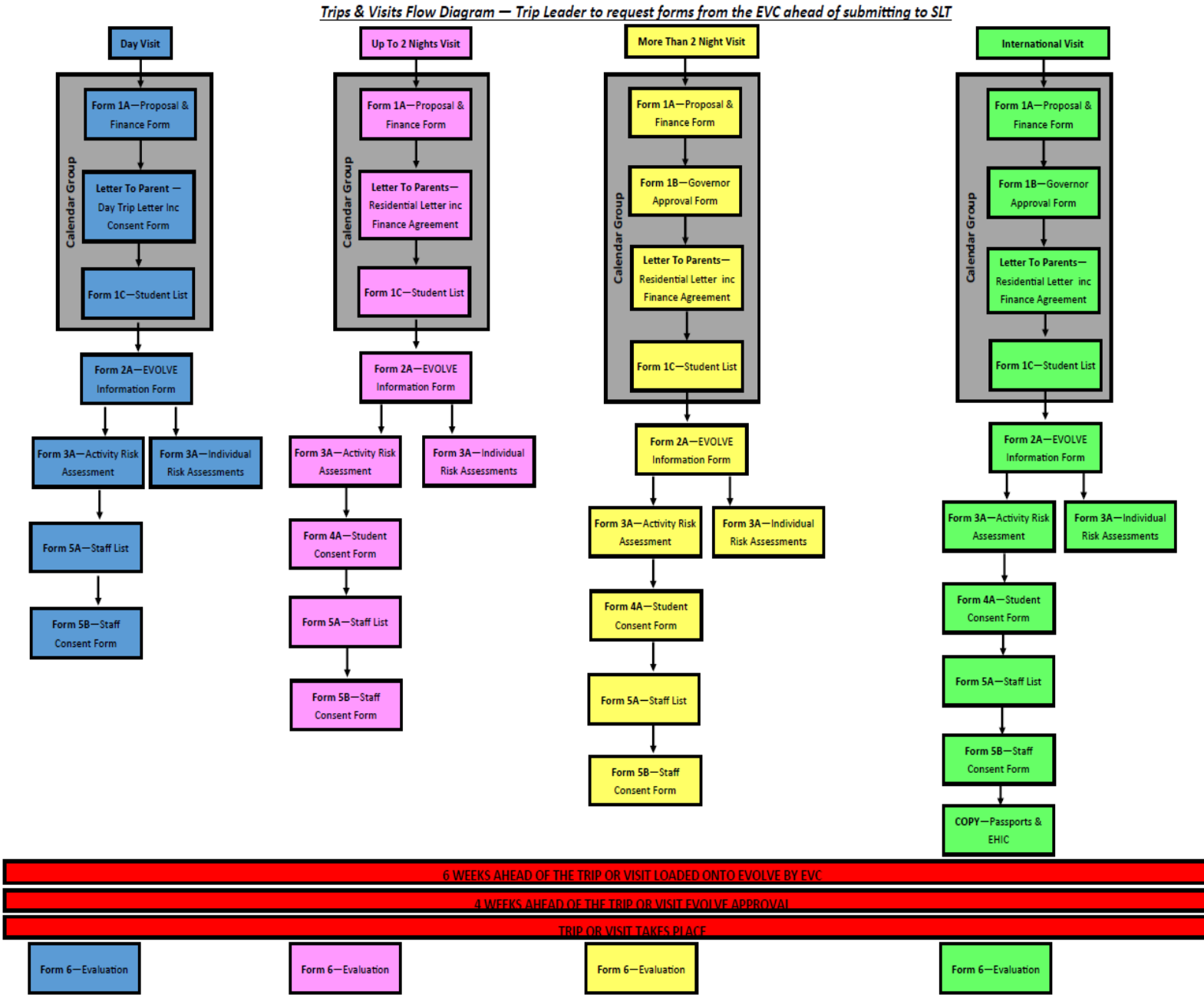
- SINGLE EQUALITY SCHEME POLICY
- 2018 Data Protection Act gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

The links noted in this document are correct as at the time of approval.

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Next Review Date:	May 2025

EDUCATIONAL TRIPS, VISITS AND EXCHANGES POLICY

APPENDIX A – TRIPS & VISITS FLOW DIAGRAM



EDUCATIONAL TRIPS, VISITS AND EXCHANGES POLICY

APPENDIX B – GOVERNORS RESIDENTIAL TRIPS & VISITS PROPOSAL FORM

GOVERNORS SPA COMMITTEE RESIDENTIAL TRIPS & VISITS PROPOSAL (FORM 1B) **Governors will make a recommendation based on the following four criteria:** **1. Safety 2. Links to Curriculum 3. Value for Money 4. Inclusivity**	
Trip	
Trip Leader	
Subject Area(s)	
Dates (please indicate if in school, weekend, holidays, activity week)	
Aims (relevance to curriculum)	
Students (number of students attending and year group(s)	
Staff (number and names of staff attending in addition to the trip leader)	
Location (including the arrangements for the hotel or equivalent. Has this location been used by the school/trip leader before? Are adjacent hotel rooms being arranged?)	
Transport Arrangements	
Travel Company (ABTA number). Does this company have the Learning Outside the Classroom Quality Badge? Has this company been used by School / trip leader before - any recommendations?	

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Cost per student (including arrangements to support any disadvantaged students and ensure value for money). Please note if any fundraising will take place and how the money raised will be used.	
High Risk Activity (please outline if applicable)	
Free Time (How much free time will students have in the itinerary? What arrangements have been made for this free time?)	

PLEASE ATTACH THE PROPOSED ITINERARY FOR THE TRIP