



BRIGHT EDUCATION CENTRE
WORKING TOWARDS A BRIGHTER FUTURE

Educational Visits Policy

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Bright Education Centre

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Introduction

Educational visits and outdoor learning are an important aspect of the Centre efforts to enrich the curriculum, make learning more engaging and relevant and ensure that each learner 'enjoys and achieves'.

However, all trips need to be planned thoroughly in order to minimise risks and ensure that all learners and members of staff are safe during the course of the trip. As a result, it is vital that all staff follow the trips policy when arranging a trip.

Arranging Trip

As part of your trip planning, please look at the 'Trips' folder on Staffshare and if you can adhere to the following procedure;

- Check Trips planner on Staffshare that no other trips planned for the same date.
- Fill out Trips Checklist form (Appendix 1) and submit to Director and HOD (if applicable).
- Once approved by Director, add the trip to Trips Planner on Staffshare
- Complete a risk assessment (Sample risk assessments are in the 'Trips Folder' in Staffshare). Also, be aware that a visit to the trip location/site prior to the students is essential for the risk assessment.
- Risk assessment needs to be signed by Director/HOD
- Letters to be drafted by trips leader to parents (samples in Trips Folder)
- Office prints copies of letters.
- Receive payments/consent forms from students

Students will normally wear Centre dress code on trips and must be encouraged at all times to act as representatives of the Centre.

The trip proposal will only be considered if all of the paperwork is completed satisfactorily and received by the member of the SLT at least 2 weeks before the proposed date of the trip.

Managing the Trip

On the day of the trip, the 'Trip Leader' must ensure that:

- All staff have a copy of the risk assessment for the trip.
- All staff have a copy of students on Medical Needs Register and have been briefed about specific pupil needs.
- Any student with a medical problem should have necessary medication with them or the member of staff responsible for his supervision. (Consent for the student to carry his own medication should be given by parents).
- A register of all participating students is taken before leaving the school.

- A First Aid box is taken. All coach/train/tube companies should carry their own first aid box for use during the journey.
- Attendance is taken regularly during the trip and before the mode of transport leaves to return to the Centre.
- Any student with a medical problem should have necessary medication with him/her or the member of staff responsible for their supervision.
- Agree a meeting point at the venue in case of a student getting lost or an emergency evacuation.
- If any problem arises (injury, illness, bad behaviour), they take the appropriate action and contact the Centre Office/Director

APPENDIX 1

Bright Education Centre Trips Checklist

Class:		Teacher:	
Venue:			
Date of Trip:			
Timing: <i>(include times for leaving)</i>			
Travel Arrangements:			
Lunch Arrangements:			
Dress Code <i>(educational trips)</i>			
Total Number of			
Total Number of Adults:			
Cost per child:			
Total Cost of Trip:			
Which area of the curriculum is			
Have you made a pre visit or been to			
Have you carried out a risk			
Date form			

Please note: Once you have completed this form, please hand into the Centre office. A draft letter will be written on approval of this form by the Director.