

## Educational Visits Policy

### RATIONALE

The College's excursion program enables students to further their learning and social skills development in a non-College setting. Excursions complement, and are an important aspect of the educational programmes offered at our College.

### AIMS

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to College, and that valuable and powerful learning takes place in the real world.

### PROCEDURES

- An excursion is defined as any activity beyond the College grounds.
- All excursions must be approved by the Leadership Team
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be notified before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Each excursion will be coordinated by a designated 'Teacher in Charge'.
- Prior to any child attending an excursion, parents/guardians must have provided to the College a signed permission form, a signed "Confidential Medical Information" form, where required, and must have paid the costs involved.
- The designated Teacher in Charge of each excursion will ensure that a Risk Assessment is carried out for each excursion.
- Copies of completed Permission forms, and signed "Confidential Medical Information" forms must be carried by excursion staff at all times.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.
- The school has separate policies for 'Charging and Remissions' which apply to all educational visits.
- Where it is appropriate the school will ensure that Access NI vetting has been carried out for volunteer adults assisting with educational activities and visits.

- The school has a clear code of conduct for school visits based on the school's 'Positive Behaviour Policy'. This code of conduct will be part of the condition of booking by the parent, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a suspension/expulsion from school. [The school should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents].
- The school will appoint a member of the Leadership Team as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.
- The Teacher in Charge will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.
- All incidents and accidents occurring on a visit will be reported back through the school systems.
- All visits will be evaluated by the Teacher in Charge. A short evaluation report will be made available for the Governing Body.
- The Teacher in Charge will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.
- The Teacher in Charge is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.
- The college prohibits the consumption of alcohol by our pupils at all school events, social events or school trips. Any abuse by pupils will be dealt with in accordance with the Drugs Education Policy.
- Pupils should not have cigarettes or matches in their possession on school buses, in school building or grounds. This applies equally to school outings, residential or while representing the school. Any abuse by pupils will be dealt with in accordance with the Smoking policy.

**This policy was last reviewed by the Leadership Team: February 2017**

**Due to be reviewed: February 2019**