

Dixons Music Primary Policy Documentation

Policy: Educational Visits

Responsibility for Review: Principal

Date of Last Review: September 2015

Educational Visits

Principles

Dixons Music Primary is committed to extending the experience and achievement of all our pupils in the broadest sense possible; one key element of this is to ensure a variety of residential/outdoor activities and school trips for each pupil.

Aims

- To provide of a varied programme of residential/outdoor activities that will both extend the curriculum and develop the pupils' personal and social skills.
- To promote professional competence of all staff participating in the activities.

Practice

- It is the responsibility of the post of Co-ordinator to ensure that the activities offered form a coherent programme of opportunities for all pupils.
- The programme of professional development and training is to offer all staff the opportunity to participate in these activities.
- Clear and positive communication, to all pupils and parents, of this policy and the reasons for pupil participation.
- Risk assessments are carried out by all trip leaders.

Educational Visits Guidelines

- All residential/outdoor visits must be approved by the Principal and agreed by using the agreed proformas (saved on Q drive).
- The leader should be fully conversant with Academy procedures for running the trip.
- Any queries about procedures or assistance with planning, should be made to the Educational Visits Co-ordinator.
- A full risk assessment must be carried out whilst taking into account both the activities undertaken and the pupils attending.
- Pupils attending should be "vetted" by Individual Needs. Suitable management structuring should be put into place for those deemed to be more at risk.
- No pupil should be prevented from attending a trip, unless in negotiations with the Principal or Individual Needs, it is deemed to be in the best interests of the pupils' education not to go, or they present an unacceptable risk to themselves or others.
- The leader(s) must fulfil Dixons Music Primary requirements for competency to lead and if necessary have suitable experience/qualifications.
- A first aider has to be readily accessible at all times.
- Staff to pupil ratios will be adhered to as advised by the EYFS document.