

# **Swanmead Community School**



## **School Trips, Visits and Extra-Curricular Activities Policy**

**DATE OF POLICY:** **7<sup>th</sup> May 2015**  
**REVIEW DATE:** **May 2016**

**PERSON RESPONSIBLE**  
**Headteacher**

## **School Trips, Visits and Extra-Curricular Activities Policy**

Swanmead School has adopted **Somerset County Council's Model Policy for Off-Site Trips and Activities**; this replaces the previous policy from October 2009 and can be viewed in the P Drive under policies, in the staff handbook, and on the school website; it should be read thoroughly by anyone considering organising an external activity.

### **Principles:**

1. The school is committed to incorporating educational visits and extra-curricular activities into its schemes of work, where these enhance pupils' educational experience, and providing they are practicable considering constraints of staffing, cost, time and impact upon other areas of the curriculum.
2. Educational visits and activities organised in school time are an entitlement for all pupils, so arrangements need to consider any pupils with medical needs, sensory impairment or physical disability. Planning should refer to LA guidance "**Including Disabled Pupils in Trips and Visits Outside School**", including its checklists in Appendices A and B. This document can be viewed on the Outdoor Education website and on the P Drive and Staff Handbook.
3. Visits and activities should have a clear educational purpose.
4. Teaching staff who agree to participate in visits outside of normal school hours, including residential, will have an allocation of time to their Directed Time Budget (**See Directed Time Document – Staff Handbook**). Staff not on trips who have gained time may have to teach an alternative timetable.
5. All visits and activities must have a named leader, who has the responsibility to ensure all necessary planning has been carried out; she or he may recommend to **SMT** the withdrawal of any pupil, where a risk assessment indicates they might pose a danger to themselves or others.
6. Where parents are unable to pay a voluntary contribution, their children must not be excluded from any activity organised in school time, so the school will need to make provision to bear the cost. However, the cost of food and accommodation in a residential trip should be borne by parents; if they are unable to pay this they are entitled to apply for support from Ilminster Education Fund through the school's Admin Officer. The school reserves the right to cancel any activity where the cost becomes excessive.

### **How to Plan an Activity:**

All the information you need to plan a day trip, residential, or special activity outside the normal school environment, is contained on the Outdoor Education Website:

<http://www.six.somerset.gov.uk/sccoea/>

- this can be accessed through iPost, and typing "Outdoor Education" in the SEARCH window, or by directly typing the URL above into your internet address window, or even by Googling. There is a shortcut on the desktop of the school network.

Training in how to use this system will be given to all members of staff who require it, by the Educational Visits Co-ordinator (EVC). Every user will be given a username and password.

Prior to making the main application, the trip organiser should complete an **Initial Approval Form** – this is available as an appendix to this document in the staff handbook. The completed form should be

submitted to the school's EVC. When approval has been given, the trip organiser can proceed to make the main application using the Outdoor Education Website. (This will automatically link to what is known as the Flamefast/EEC site, where the actual application process will be carried out, as well as any necessary risk assessments).

As part of the process, relevant risk assessments will have to be made; these are all contained on the website, and paper copies of previous risk assessments are held by the EVC.

There are two types of activity – Category A is any non residential day trip or activity which is non adventurous, and within UK; Category B is any adventurous trip or activity, residential, or overseas trip. Category A trips will normally be approved by the EVC in the school; Category B trips will require further approval from Somerset's Outdoor Education Co-ordinator.

There follows a flow chart showing the main stages of planning a trip or activity:

Visit Leader prepares Outline Proposal.

Initial Approval given by EVC/Head Teacher/Chair of Governors

(or their equivalent) as required.

Utilising the online system the Visit Leader prepares a Formal Application (Flamefast/EEC site or an EV1 form) and ensures that appropriate and up to date risk assessments are in place (Specific & Generic).

Formal Approval given by EVC/Head Teacher/Chair of Governors  
(or their equivalent) as required.

Endorsement by OEA/LA if visit is Category 'B'

Information to Participants, Parents/Carers. Consent obtained from the Parent/Carer once they have been fully informed of the details of the visit/activities.

**Policy agreed:** **7<sup>th</sup> May 2015**

**Policy reviewed:** **May 2016**

**Review:** **Annually**