

Educational Visits and Outings Policy Document

Parayhouse School is committed to incorporating educational visits and outings into its curriculum. The majority of educational visits are funded by the School; however, educational visits are available to all students regardless of ability to pay, in line with our charging policy. All parents sign an annual consent form for day trips & outings.

Particular consideration is given when selecting venues and organising transport, to any students who have some sensory impairment or physical disability.

Permission for the visit to take place must be obtained from the School Business Manager [SBM], who will check the diary, timetable and costings. Parents are advised of any forthcoming outings via the weekly newsletters. The teacher responsible for the trip may also send home a flyer prior to the trip detailing any relevant changes of clothing or additional needed for the outing.

The teacher organising the trip must complete/arrange the following:

- Where possible advise the SBM two weeks in advance of the trip so that the SBM can arrange free transport via Transport for London.
- Complete a Parayhouse Risk Assessment [overleaf].
- Where possible obtain a Risk Assessment from the venue they are visiting.
- Allocate small groups of students to specific staff.
- Carry the contact Information sheets for all students attending the outing.
- Check all medical needs and carry any medication & First Aid kit.
- Carry a mobile phone that is switched on at all times.
- All students to wear a Parayhouse Wristband.
- Make sure that the visit date and staffing has been entered in the School diary.
- Details of the visit must be given to all staff involved in the trip, and be advised of their role and responsibilities.

In addition:

- The organising member of staff must notify HB of the impending visit so that lesson cover, therapy and duties can be covered.
- The students will need to be made aware of the visits' relevance to their recent, current or impending learning, and need to know what will be expected of them at the venue in terms of their work and behaviour.
- The organising teacher must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances.
- The SBM will organise packed lunches for any visits.
- The SBM will organise any transport by minibus/coach and be satisfied that the vehicles and the operators comply with the statutory requirements regarding seatbelts, drivers hours etc.

The School has General Insurance cover, including £20M Public Liability, which is effected through HSBC [Marsh]. Students and staff are also insured against personal accident with Marsh.

Sarah Jackson – Headteacher - December 2016