

# De La Salle College



## Educational Visits Policy

Compiled by: The Head of College	Date: February 2016
Policy Holder: D. Sharrock	Revision date: February 2017

## **Trips and Educational Visits Policy**

### **OUR EDUCATIONAL VISITS CO-ORDINATOR (EVC) IS DAVID SHARROCK (ASSISTANT HEAD)**

**It is one of the stated aims of De La Salle College is to give all students every opportunity to experience trips and visits outside of the school environment. We encourage teachers to undertake educationally valuable visits to sites within Jersey, the United Kingdom and overseas, providing these do not unduly hinder the normal operation of the school AND that the Health and Safety and welfare of children is paramount at all times.**

#### **Category A: Offsite visits within Jersey**

This category includes any visits for which there is an element of risk similar to that encountered in daily life. It includes this also includes all visits to Island Sports Centres, Sports Fixtures, Theatre, Local Field Study and visits to other local sites of educational interest.

Requests for Category A visits should be sent to the head of college via the educational visits email address (educationalvisits@dls-mail.co.uk) for approval at least 6 weeks prior to the visit. The email should state the purpose of the visit, the proposed date, the number of students and staff involved and include a draft letter to parents. If approved the visit should be formally risk assessed and a signed copy of the risk assessment given to the EVC secretary one week prior to the visit. Regular offsite visits, sporting fixtures for example, should follow the above procedure in the first instance. Subsequent visits do not require further approval however the risk assessment should be reviewed regularly by the Party Leader and the EVC made aware of any changes.

#### **Category B: Outdoor and Adventurous Activities within the Island**

These include activities which have a perceived extended risk. These include activities such as sailing; canoeing/kayaking; surfing; climbing/abseiling; cliff path walking; cave exploration; open water swimming etc.

#### **Category C: All foreign visits or visits outside of the immediate geographical area**

**This category includes any visit not within Jersey.**

For all category B and C Visits the Colleges' Form 1, must be completed at the earliest opportunity, and a signed copy given to the EVC secretary for approval. Form 1 provides the basis of approval by the Head of college, who may place conditions on the visit before approving following discussion with the EVC. No commitment, financial or otherwise, should be made until approval is granted. Form 2 must be completed, signed by the EVC and lodged with the Headmaster at least 2 weeks prior to the visit. The Party Leader must also conduct general risk assessments on travel, accommodation, and all other aspects of pupil safety. These should be attached to form 2 and retained by the school. The Party Leader is not required to risk assess, or request copies of risk assessments from providers, for activities entirely managed by the provider unless requested to do so on Form 1.

Further advice can be sought from the assistant EVC's for primary and secondary (Alan Joanny and Dave McHugh) and a checklist is provided with Form 2 to help inform the planning process and provide an aid for discussion of the visit with the EVC prior to signing.

**Preparation for a visit or activity:** Students should, as far as possible, be involved in the planning of the activity, undertake appropriate roles whilst it is in progress and be involved in identifying Health and Safety issues that may arise. They should know the expectations of the Leader and have a full understanding of the parameters covering all aspects of the trip or activity. Students should be given a check list of what to do in various situations and should be given the mobile number of the Leader so that contact can be made should the need arise over transport issues or in the case of an incident. For all category C visits a parents evening must be provided before the visit commences.

**Post visit or activity:** The group leader should discuss the visit with all staff involved in the visit. The group leader should then complete Form 3 and give a signed copy to the EVC secretary within 2 weeks after the completion of the visit.

**In the case of an emergency:** assess the situation; safeguard all students; attend to any casualties; contact the Emergency services; ensure everyone knows who is in charge; alert the school contact. (See page 4 of Form 2)

**The school emergency contact will:** ensure the Leader or designated person is fully in control; contact the parents; inform the Board of Governors; liaise with the media if and as appropriate; report the incident to the relevant authorities as required by legislation.

This Policy for Educational visits was drawn up by the Assistant Head Master in January 2012.  
Reviewed February 2016

This Policy has been compiled having regard to ESC guidelines in its publication:  
**'Health and Safety of Pupils on Educational Visits'**, a copy of which is available from  
David Sharrock, Educational Visits Co-ordinator at De La Salle College.

**By signing the 'Form 1: Off-Island Educational Visits Proposal Form' the Leader confirms that he/she has read the above ESC publication and has complied with the guidelines relevant to their specific activity.**

**Insurance:** The school's Personal Accident and Travel Insurance Policy for School Activities can be obtained from the college bursar. The policy covers students whilst on the school premises (including direct commuting) and whilst on any trip authorised and organised by the School.