

Belfast Model School for Girls

Achievement for All



Residential/Day Visits Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

Rationale

School visits aim to improve the quality of effective teaching and learning. School visits are of two types – Day visits and Residentials (overnight). They enable pupils to experience aspects of learning for themselves rather than through the ‘eyes of the teacher’. All visits must be curriculum based. The school’s Health and Safety, Child Protection and Pastoral Care policies must be adhered to at all times. Every pupil must have equal opportunity when taking part in educational visits.

Purposes

The purposes of school visits in the Belfast Model School for Girls are:

- To enhance knowledge, understanding and learning.
- To contribute to improving and developing the overall effectiveness of the school, raise pupil achievement and meet the needs of pupils, parents and the wider community.
- To foster positive relationship between staff and pupils and between pupil and pupil.
- To develop team working and communication skills.

Guidelines

All school visits are planned within the context of the schools’ vision, goals and guiding principles. Resources are prioritised to achieve the school’s strategic goals.

The following is a list of Guidelines which should be followed to ensure a successful and safe trip:

- 1) Approval must be sought from the Principal.
- 2) Before planning any Educational journey or visit, members of staff should read the BELB file – ‘Outdoor Education Policy Trips and Visits’ Sept 1992, the ‘Away from Home and Safe Booklet’ (1998) and especially the booklet ‘Educational Visits Policy, practice and procedures (SEELB, 2004) these are in the school office. All staff have a copy of ‘Health and Safety of Pupils on Educational Visits’ (1998) ‘A Good Practice Guide’
- 3) All plans for a school visit should be discussed with the relevant Head of Department and/or Head of Year and the Educational Visits Co-ordinator (Mr Hamilton).
- 4) All Educational Visits require the approval of the Education Visits Co-ordinator. Prior to a visit being planned, the EVO form must be completed and returned to the EVCO (Educational Visits Co-ordinator).
- 5) Before the visit can take place the leader in charge of the visit must have planned for it appropriately and must complete and return the planning checklist to the EVCO (Form EV1).
- 6) This requires the leader in charge to have –
 - a) informed SMT/EVCO of all relevant information, such as destination, itinerary, timescales;
 - b) secured the approval of SMT/EVCO;
 - c) undertaken a risk assessment and taken appropriate control measures;
 - d) ensured that sufficient, experienced leaders will be in attendance;
 - e) briefed both students and parents appropriately;
 - f) secured written parental consent;

- g) obtained, recorded all relevant medial and contact details;
 - h) ensured that appropriate transport and insurance has been secured;
 - i) ensured that any overnight accommodation has been assessed appropriately;
 - j) all outdoor and adventurous activities have been assessed to ensure that all Child Protection, Health & Safety requirements have been met.
- 7) In the event of a visit involving a hazardous activity or an overnight stay, the prior approval of the BELB is required. Form EV2 must be completed and returned to the BELB six weeks before the visit takes place. This form must be accompanied by copies of the EVO and EV1 forms. The visit cannot take place until Board approval is received.
 - 8) Copies of all relevant information relating to the details of the visit and of the students involved, including contact numbers for the leaders in charge, must be returned to the Principal and EVCO.
 - 9) In the event of any accidents or incidents, the Educational Visit Incident Record Form has to be completed and returned to the EVCO.
 - 10) The Post Visit Review Form is also to be completed and returned to the EVCO at the conclusion of the visit.
 - 11) All forms mentioned above can be obtained from the office; copies of these are in the Staff Handbook.
 - 12) The standard internal procedures relating to cover and monies etc are outlined in the Staff Handbook.

These policy Guidelines are translated into action through other policies and procedures, for example:

Pastoral Care Policy

Health and Safety Policy

Child Protection Policy

Discipline Policy

Teaching and Learning Policy