

Dated August 2016

Islamia Girls School/Brondesbury College "The School"

School Trips Policy

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1. Overview

- 1.1. During the School year, students will have the opportunity to visit other establishments some of which may be overseas
- 1.2. The student's safety is paramount and at all times the express permission of parents and guardians must be obtained
- 1.3. This policy is based on the DfES guidance (ref HSPV2): "Health and Safety of Students on Educational Visits"
- 1.4. There will be a minimum of 2 authorised adults for every 15-20 students
- 1.5. In most cases, parents are welcome to register their interest in attending the School trips along with the students.

2. Obtaining Permission

- 2.1. For all School trips permission must first be sought from the Head Teacher
- 2.2. All relevant paperwork must be completed, which can be found on the School trips folder on the School's internal computer drive
- 2.3. Letters including a brief medical questionnaire must be sent to parents

3. Procedure and Responsibility

The Teacher-In-Charge of the visit must ensure that:

- 3.1. Parents are informed in writing where possible, and their permission is obtained for the visit prior to the visit
- 3.2. The **School Visit Preparation and Evaluation Form** is completed. The form contains a Risk Assessment checklist
- 3.3. A list of students attending the visit is made on the day of the visit
- 3.4. Any students unable to go and remaining behind in School is clearly marked indicating what they will be doing
- 3.5. A copy of the Preparation & Evaluation Form must be signed by the Teacher-In-Charge and left with the Head Teacher before departing on the trip, together with the list of students attending and staying behind, and a copy of the letter informing parents
- 3.6. After the trip the Teacher-In-Charge must complete the **Post-Visit Evaluation at the end of the Preparation & Evaluation Form** and hand it to the Head Teacher. The Head Teacher must also be told immediately of any Safety concerns / issues encountered on the trip
- 3.7. Any further Risk Assessment information for the place of visit should be kept by the Teacher-In-Charge

Please refer to the Schools Internal Procedures for a more detailed instruction.