

# Oaks Park High School

**Title of Policy:** Educational Visits

**Person responsible:** D Dutch

**Date for review:** 2017

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The Governing Body at Oaks Park High School has adopted the London Borough of Redbridge Safe Ventures Policy (a guide for planning, organising and arranging off-site activities).

Deputy Headteacher Mr Dutch has oversight of all educational visits. Staff who are considering an 'off-site' visit should speak to Mr Dutch in the first instance.

All trips and visits must be registered online with Evolve ([Redbridgevisits.org.uk](http://Redbridgevisits.org.uk)). Trips are then assessed by Mr Dutch, who gives advice and approval.

Approval for residential and overseas trips abroad must be obtained from the Governing Body before more detailed planning can commence.

**The following should be considered/ will be required:**

- Is there a clear, defined programme for the venture which describes activities, venue(s) and dates?
- Does the proposed venture have defined objectives which are in accordance with the aims and philosophy of the establishment?
- Staffing:
  - ❖ Who is the coordinator for the venture?
  - ❖ Who is the member of staff in charge of the venture?
  - ❖ Which staff will accompany the venture?
- How will the group be formed and prepared?
- What arrangements are to be made for group travel?
- What financial arrangements are planned? (All financial details must be discussed with the Finance Officer, Mrs Cutmore and appropriate forms completed).
- Have proper consultations taken place and approvals sought?
- Have suitable contingency plans been made in the event of injury, disease or dangerous occurrence or illness?
- All letters to parents must be attached on Evolve and consent forms kept.
- Detailed Risk Assessments (Event Specific Notes) must be attached on Evolve.
- Itinerary must be on Evolve.
- List of students (parental and home details, numbers etc) must be on Evolve and left in school.
- Code of Conduct for overseas and residential trips must be completed by students and parents.
- Medical Forms completed
- Groupcall set up when required.
- All trips must be evaluated on Evolve.
- Governing body to be sent accounts from residential and overseas trips.