



Educational Visits



Our Purpose

We are a pilgrim school and we journey with Mary to become the person God intends us to be.

This policy was approved by the headteacher.

CONTENTS

1. POLICY STATEMENT
2. ARRANGEMENTS AND NOTIFICATION
3. ORGANISATION
4. GROUP LEADER
5. OTHER STAFF PARTICIPATING IN VISITS
6. FINANCIAL ARRANGEMENTS
7. PUPIL BEHAVIOUR
8. EVALUATION OF EDUCATIONAL VISITS

the information required and that any questions raised are answered prior to the trip taking place

- 4.4 The Group Leader liaises with the EVC throughout the planning and preparation of their trip
- 4.5 In the event of a serious incident, the Group Leader informs their school emergency contact, who will in turn recourse to the Critical Incident Plan
- 4.6 The Group Leader ensures the rules regarding alcohol and other illegal substances are adhered to during school visits

5 Other Staff Participating in Visits

- 5.1 All staff assisting in visits ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed
- 5.2 All staff ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Group Leader.

6 Financial Arrangements

- 6.1 The Group Leader checks costings for the visit with the Finance Officer once the visit has been approved
- 6.2 Financial arrangements for activities reflect the Charging Policy
- 6.3 When requesting any form of payment, staff follow the money handling guidelines
- 6.4 In the event of a visit being over-subscribed, the Group Leader communicates with pupils and parents the process to be followed regarding allocating places.