

Mapledown School



Working and Learning Together

Mapledown School Journey Policy

The aim of this Policy is to provide guidance on School Journeys in order to maximise safety of all pupils and staff. This Policy is within the framework of Barnet's Requirements for Educational and Recreational Visits.

School visits and journeys are an important part of school life. They help in the delivery of the school curriculum and in extracurricular activities and support the school aims in providing a wider range of experiences outside the school.

The curriculum is enhanced by placing learning in a wider context including developing concern and awareness of the environment and community, reinforcing learning and contributing to cross-curricular issues.

Pupils' independence and social skills are developed by broader experiences of life outside the school context. They are given opportunities to relate to each other and a wider range of people outside the school environment, experience planning and carrying out activities in the wider context and broadening their experiences of life.

There are three broad categories of School Visit

1. Curriculum Visit usually in school hours
2. Day visits and other activities
3. Visits and activities that last more than 24 hours or involve overnight stays.

Risk Assessments

For all categories, Risk Assessments (RA) must be in place - see the current RA folder on the network and create a new RA if needed. Some locations have their own RA in place.

For all off site visits, a first aider must accompany the student (s) and where relevant an epilepsy trained staff member.

For day visits, parental agreement is required (verbal or written) and a voluntary contribution may be asked for.

Visits and activities taking place beyond the local community, involving riskier activities (i.e. horse riding, swimming, water based sports) or that last more than 24 hours, or involve overnight stays.

1. Obtain permission from the Head Teacher and from the Local Authority (via Evolve if an overnight stay is taking place).
2. Produce a written outline of the visit giving clear aims and objectives in line with the criteria for school visits
3. Send a letter to parents/carers giving an outline of the visit, dates, times, costings and a request for parental permission. Costs must be in line with the Mapledown Policy on Charging and Remission.
4. Ensure all parents/carers complete a medical form if the visit is overnight (see school

nurse).

5. Give parents/carers ample opportunities to discuss requirements for the trip to ensure that the purpose and activities are fully understood and to discuss any dietary or medical issues.
6. Provide parents/carers with a list of clothing and equipment if required.
7. Provide parents/carers with a contact number in the event of an emergency.
8. Staff must ensure they have all pupil contact numbers.
9. Party leader must ensure that proper financial procedures are followed.
10. Complete all Risk Assessments including individual Risk Assessments for pupils where necessary.
11. Ensure Behaviour Management plans are updated to take account of potential triggers in an unfamiliar environment.
11. Obtain any necessary insurance cover if the visit is overnight.
12. Ensure adequate staffing to support all pupils and cover staff breaks.
13. Any hazardous activities are to be carried out only with properly trained staff. Parents/carers must be made aware of the nature of such activities.

This Policy is the responsibility of the Health and Safety Lead (Caroline Garvey) and will be reviewed in September 2023. The policy will be reviewed annually.