



# **Dixons City Academy**

## **Policy Documentation**

### **Policy: Educational Visits**

**Responsibility for Review:**  
**Vice Principal - Engagement & Progress**  
**Co-ordinator of Outdoor & Residential Education**  
**Date of Last Review: September 2012**

# Educational Visits

## Statement of Policy:

The Academy is committed to extending the experience and achievement of all our students in the broadest sense possible; one key element of this is to ensure a variety of residential/outdoor activities and school trips for each student.

## The aims are to:

- provide a varied programme of residential/outdoor activities that will both extend the curriculum and develop the students' personal and social skills
- promote professional competence of all staff participating in the activities

## Procedures:

- it is the responsibility of the post of Co-ordinator to ensure that the activities offered form a coherent programme of opportunities for all students
- the programme of professional development and training is to offer all staff the opportunity to participate in these activities
- all students participate in at least two residential experiences; to enhance their personal and social development
- clear and positive communication, to all students and parents, of this policy and the reasons for student participation
- risk assessments are carried out by all trip leaders

## Educational Visits Guidelines

- all residential/outdoor visits must be approved by the Deputy Principal and agreed by Planning
- the leader should be fully conversant with Academy procedures for running the trip
- any queries about procedures or assistance with planning, should be made to the Educational Visits Co-ordinator
- a full risk assessment must be carried out whilst taking into account both the activities undertaken and the students attending
- students attending should be "vetted" by the relevant Head of Year and Individual Needs. Suitable management structuring should be put into place for those deemed to be more at risk
- no student should be prevented from attending a trip, unless in negotiations with the Deputy Principal, Head of Year or Individual Needs, it is deemed to be in the best interests of the student's education not to go, or they present an unacceptable risk to themselves or others
- the leader(s) must fulfil the Academy requirements for competency to lead and if necessary have suitable experience/qualifications
- a first aider must be readily accessible at all times