



SCHOOL VISITS PROCEDURE

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Introduction

The school believes that trips and visits are a valuable form of curriculum enrichment which can make a substantial contribution to pupils' learning as well as to their personal and social development.

The trips and visits programme must be inclusive in nature, offering a range of activities which give all pupils opportunities for participation. The programme will be published to parents and reviewed on an annual basis.

Staff who are organising school visits must do so in accordance with this policy and the school guidance documentation.

Access to trips and visits

1. Where visits have eligibility criteria attached, such as membership of a year group, participation in a club or involvement in a curriculum area this will be made clear to parents.
2. In the event of over-subscription, places will be allocated by a lottery system after a published closing date for the trip.

Health and Safety

1. All staff planning a school visit must follow school procedures as laid out in the school document "Guidance on Planning School Visits" and the Hertfordshire Offsite Visits Manual. Overall responsibility lies with the Headteacher but this has been delegated to the Deputy Head i/c Trips and Visits for purposes of day to day management.
2. All staff planning to run a school trip or visit must be suitably experienced. For level 2 or 3 visits, staff must have been a participating member of a similar visit before being allowed to lead such a visit. For all visits where the member of staff is leading a group for the first time, a more experienced member of staff must be present.
3. All volunteers and parents accompanying trips must be CRB checked.
4. Health and Safety issues are paramount in decisions regarding a pupil's participation in a trip. A pupil will not be allowed to participate in a trip or in a



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specific activity within a trip if the proposed activity poses too great a risk to that particular pupil's well-being.

5. Poor behaviour by pupils poses a health and safety risk both to that pupil and to other participants on the trip.
 - a. Pupils may be refused a place on a trip if a history of previous poor behaviour in school gives cause for concern. Alternatively, pupils may be offered a place conditional on improvement in behaviour.
 - b. A pupil may have their offer of a place rescinded in the event of a serious misdemeanour in the period leading up to the trip. In such cases it may not be possible to refund any monies which have been paid in advance to tour operators or to secure transport and accommodation.
 - c. Pupils who misbehave during a visit may be banned from future trips for a fixed period of time.
 - d. In the event of a serious misdemeanour whilst on the trip, the school reserves the right to ask parents to collect their child or to send the child home at parental expense.
 - e. There may be unique factors not covered in the above categories which affect a pupil's eligibility for a trip. Such cases will be discussed with individual families.

The trip organiser carries out risk assessments and the decision regarding a pupil's participation in a trip should be made by the trip organiser in conjunction with the Headteacher or the Deputy Head i/c Trips and Visits. Where the trip organiser wishes to make a conditional offer of a place, the conditions and time-scale for decision making must be clearly communicated to parents together with any financial implications of a subsequent withdrawal.

Pupils with Special Educational Needs

1. Beaumont has an inclusive policy with regard to visits and pupils who require additional support in order to participate in the programme. This relates both to disabled pupils and to other pupils with Special Educational Needs who may require additional support.
2. The school will make all reasonable adjustments to ensure that pupils with Special Educational Needs have access to the trips and visits programme. The school will work, with parents, to reach a solution wherever practicable. However, not all visits may be accessible, even if all possible adjustments are made, for Health and Safety reasons. The school will seek support from the parents of children with complex needs in order to maximise their involvement in school trips. This may involve requesting that the parent accompanies their child.
3. The school will seek financial assistance to cover any additional costs involved in supporting pupils with Special Educational Needs. Monies may be sought from County as well as from national charities. We may ask for parents to assist in fundraising in such cases. The additional costs associated with specific pupils may not be passed on to other pupils on the trip.
4. The school will give parents of pupils who may require additional support as much notice of forthcoming events as possible so that the needs of these pupils can be planned for.



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Charging and Remission

1. The school wishes to support all pupils in participating in the trips and visits programme regardless of financial circumstances.
2. Full details of the policy on charging for school visits appears in the school's Charging and Remission Policy. However, a summary is provided below:
 - Day visits which take place during school hours must be provided free of charge, however parents will be asked to make a voluntary contribution.
 - For residential trips which take place mainly in school hours, the school is entitled to charge for the full cost of board and lodging and to ask for a voluntary contribution for remaining costs. Remission of the charge for board and lodging is available for families in receipt of qualifying benefits (see Charging and Remission Policy).
 - The school is entitled to charge for any trips which fall wholly or mainly outside school hours or are classed as "optional extras" and cannot provide financial support for these trips.
4. The BSA also holds a small sum for supporting pupils in cases of hardship who do not qualify under other criteria. It must be emphasised that the amount available for distribution is small.
5. Requests for deferred payment or payment by instalments will be viewed sympathetically.
6. Any financial subsidy must be agreed in advance of a place being allocated on a trip. Please contact the Finance Office to discuss.
7. The Headteacher will be required to report to the Governors' Resources Committee on an annual basis on the number of pupils supported for each trip and the amounts involved. Confidentiality will be respected and the identity of the individual pupils will be known only to the Headteacher, the Finance Office and the principal trip organiser.