



Off-Site and Residential Visits Policy – DCP 028

Policy Owner: James Smith

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Introduction

School trips are an important part of a pupil's education. All pupils should be given the chance to participate in at least one off-site or residential activity in every academic year. Detailed procedures for the organisation and conduct of such trips are the responsibility of each school within the Drapers' Multi-Academy Trust (MAT). However, there are certain principles that must be followed when establishing these procedures.

Scope

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

Definitions

Child	Anyone under the age of 18.
COO	Chief Operating Officer.
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).

Policy

1. All schools within the MAT must follow the latest government guidance on health safety requirements for off-site and residential visits. This is currently Health & Safety Advice for Schools (dated February 2014)



2. It is the responsibility of the Principal of each school within the MAT to establish procedures to ensure compliance with the principles and requirements set out in the government guidance.
3. The Principal must appoint a member of staff to act as the Educational Visits Co-Ordinator (EVC) who must exercise the responsibilities set out in the government guidance (see also the Health and Safety Policy – DCP 017).
4. The Principal and the EVC must approve all off-site and residential visits.
5. Every off-site visit and residential visit must have a member of staff of appropriate seniority and experience in charge. It is this person's responsibility to ensure compliance with the requirements of the government guidance, to consider all aspects of pupil safeguarding and welfare when planning the trip and to ensure that adequate insurance cover is in place.
6. The visit leader is responsible for completing any risk assessments associated with the visit, which must be submitted to the EVC when a request for approval is made.
7. The COO must approve all insurance cover.
8. Written parental consent must be obtained for all off-site and residential visits. Copies of the consent should be kept by the event leader and taken on the visit so that they can be easily accessed at all times.
9. All amounts recharged to parents must be managed and handled by the Finance Staff.

Review

9. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
10. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
11. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
12. The MAT board must formally review and re-approve this policy every five years.