

Policy document control box	
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Educational Trips and Visits

Policy

Educational Visits Coordinator Senior School - John Badby

At Red Balloon Worthing we seek to ensure that a broad and balanced curriculum is delivered to all pupils, regardless of social background, race, gender or differences in ability. Red Balloon Worthing believes strongly in the value of educational visits which fall into the following categories:

- Those which are an essential part of GCSEs (e.g. field trips)
- Those which are a desirable enhancement of GCSE (e.g. theatre trips, gallery visits, historical venues, print-making workshops...)
- Those which add to a pupil's life experience and education in its broadest sense

Any proposed trip must first be approved by the Head of Centre.

Once approved staff: student ratios should be discussed in detail with the Educational Visits Coordinator and agreed at the planning stage of the trip.

Discussions should consider:

- the age of the pupils
- the form of travel
- the planned activities
- the location-local/UK/abroad
- skill/language requirements
- residential/non-residential
- the venue—activity centre with supporting staff/ other
- the relevant experience of the pupils and accompanying staff
- the number of staff accompanying the trip

Overarching these discussions staff: student ratios should be in the following ranges, as circumstances allow - subject to a minimum of two staff.

TYPE OF TRIP	Requirement
DAY TRIP UK	1:2 A minimum of 2 staff must always accompany any trip out of the Centre even if it is with only one learner. One member of staff must be first aid

	trained.
RESIDENTIAL TRIP UK	1:2 as a minimum Some learners may require 1:1 supervision

Any volunteers, who form part of the adult complement, must have an enhanced DBS check undertaken by the Centre. Any volunteers on overnight stays must also have enhanced DBS checks. *** If any member of staff or volunteer has a child on the trip, they do not form part of the student: staff ratio.

The upper limit on staff: learner ratios should not be exceeded except under exceptional circumstances and ONLY by agreement with the Head of Centre.

All arrangements for off-site visits and the behaviour of learners during these visits are the responsibility of the Trip leader from the start to the point of return of all learners to the Centre day or until the time that the last learner has been collected. The trip Group/Party leader must complete the necessary forms and must accompany the visit.

A RISK ASSESSMENT IS TO BE COMPLETED AND USED FOR ALL TRIPS

Participation in a RBW trip is restricted to current learners and employees of Red Balloon Worthing unless agreed in advance with the Head of Centre.

Ideally, an evaluation will be completed after any new trip to identify any issues for future planning.

Related legislation and documents

This policy should be read in conjunction with the following policies:

Risk Assessment Policy
Safeguarding and Child Protection policy