



Educational Trips and Visits Policy

Date Ratified by Board of Governors	February 2025
Review Date	February 2027

Castle Tower welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

Our Vision

Vision:

To be a leading light in special education through educating, nurturing and inspiring all our school community.

Mission:

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Team work
- Inclusive
- Independence

Our Ethos

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever and whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control a visit should provide a rich learning experience for the pupils.

The following guidelines are designed to support the planning and implementation of educational visits at Castle Tower School.

The key areas which need to be considered when organising a trip are:-

- The Activity
- Consent
- Pupils
- Medical information
- Transport
- Staffing
- Costing
- Risk Assessment

The Activity

Educational visits may be defined as all academic, sporting, cultural, creative and personal development activities which take place away from school and make a significant contribution to the learning and development of those taking part.

When you are considering a school trip you should put the proposal to your key stage manager for approval. This proposal should include:

- The venue
- The activities
- Pupils involved
- The date and time
- Proposed members of staff attending
- Cost of trip

(Trip Approval Performa Appendix 1)

Pupils

The suitability of a pupil to attend a trip/visit is a key consideration.

Staff should carry out risk assessments on individual pupils and this will be used as a basis for making a decision whether or not a pupil can participate. In certain cases there may be health and safety factors to consider.

Consent

Consent from parents/carers of **every** pupil attending must be obtained before the trip.

Consent can be gained digitally using a Microsoft form or if this is not possible consent forms can be sent home and returned prior to the trip.

Consent forms need to inform parents/carers of the activity being undertaken by their child.

(Sample consent forms attached Appendix 2)

Parent contact details should be held by the key stage manager and the trip organiser.

(Sample Parent contact sheet Appendix 3)

Medical Information

Staff must ensure they have a detailed knowledge of any medical needs of pupils on the trip.

Specific needs may require trained staff to attend the trip.

NEVER LEAVE SCHOOL WITHOUT ALL THE PUPILS MEDICATIONS

Transport

Board buses can be used if the trip is local. For longer distances either the school minibus or a rented bus needs to be used. A charge should be levied for all transport including the school mini bus.

The school minibus can be booked using the online booking system. If the minibus is being used it is the responsibility of the member of staff organising the trip to ensure a suitable qualified driver is arranged.

If you propose to rent a bus, please give quotes to your key stage manager for approval before booking.

Staffing

When you are considering staffing for an educational trip please ensure the following:-

- There is the correct staff to pupil ratio
- Staff are aware of all the needs of the pupils
- Staff are fully aware of what is expected of them on the trip (for example on a canoeing trip they are happy to get on the water?)

The leader of the trip should supply a list of proposed staff for approval of their key stage manager prior to the trip.

Costing

Where possible all trips should be self-funding and a charge may be made to pupils as appropriate. The leadership team should be made aware of any potential cost to the school before the trip is approved.

All fund-raising for events/trips/visits should be brought to the leadership team prior to the organisation of the event.

Risk Assessment

A detailed risk assessment should be carried out prior to any trip. This risk assessment should take into consideration:

- Transport
- The venue
- The activity
- The needs of the group
- Any specific needs of individual pupils.

(Example risk assessment Appendix 4)

Application for an Educational Visit

Group Leader _____

Additional Staff _____

Visit Venue _____

Please State the Purpose of the visit

Date of Departure __/__/__

Date of Return __/__/__

Time _____

Time _____

Transport Arrangements

School Minibus Booked YES/NO Driver _____

Board bus Booked YES/NO Driver _____

Other Please Specify _____

Cost of trip _____

Pupils attending

If this is a class trip and any pupil is not attending please state their name and reason below.

Signed _____

Date __/__/__

Head of Key Stage

Woodhall Residential Agreement Form

I, the parent/carer of _____ give consent for my son/daughter to participate in the residential trip to Woodhall. I also agree to collect my son/daughter immediately should they break the rules or refuse to do as asked during any of the activities.

MEDICAL INFORMATION

Is your child on any Medication YES/NO

IF YES PLEASE GIVE FULL DETAILS OF THE DOSAGE NEEDED INCLUDING THE AMOUNT OF TIMES A DAY.

MEDICATION _____

DOSAGE _____

TIME OF EACH DOSE _____

Please outline any special dietary requirements:-

Is your son/daughter allergic to any medication: Yes/No

If yes please give details:

Signed _____
Parent/Carer

Date ___/___/___

EMERGENCY CONTACT INFORMATION

Name of Parent/Guardian _____

**Emergency Contact Telephone
Number** _____

Second emergency contact number

Name of Contact _____

Telephone Number _____

Other comments/requirements:-

Signed _____
Parent/Carer

Date ___/___/___

Appendix 4

Risk Assessment –

VENUE:

DATE:

SCHOOL/GROUP:

HAZARD IDENTIFIED	PERSON(S) AT RISK OF HARM	INITIAL RISK OF SERIOUS HARM	CONTROL MEASURES TO BE USED	FINAL LEVEL OF RISK
Coach accident	Pupils Staff Public	Medium – High	Care taken by insured, responsible driver All seatbelts worn	Low-medium
Fire	Pupils Staff	Medium – high	Teachers/leaders and support staff to check that all fire safety procedures are followed	Low
Incident requiring medical treatment	Pupils Staff	Medium – low	A qualified first aider to be part of teacher- leader team. Ambulance to be called if necessary. Each group leader to carry a first aid kit and mobile phone and to be aware of the nearest public telephone	Low
Trips or falls	Pupils Staff	Medium – high	EVC to obtain information of potential hazards from Woodhall prior to visit. Necessary precautions taken. First aid kit to be carried by each group leader.	Medium
Becoming lost or separated from group	Pupils Staff	Low-medium	Groups to follow teacher-leader. Safety talk and pupils to be informed of areas that are out of bounds. Pupils to be escorted by an adult at all times. Each group to have at least one teacher leading the group and another adult bringing up the rear. Teacher/leader to conduct regular head counts.	Low
Loss of control of pupils	Pupils Staff Public	Low-medium	Pupils to be supervised at all times. Written School Code of Conduct to apply to pupil behaviour.	Low
Falling into river – hypothermia, swept away, drowning, death	Pupils Staff	Medium – high	Participants to keep away from waters edge unless permission is granted by instructor/teacher-leader.	

HAZARD IDENTIFIED	PERSON(S) AT RISK OF HARM	INITIAL RISK OF SERIOUS HARM	CONTROL MEASURES TO BE USED	FINAL LEVEL OF RISK
			Safety talk by instructor/teacher-leader. Instructor/teacher-leader to stand downstream of students. Instructors/teacher-leader to be aware of emergency procedure in case of hypothermia	
Traffic when walking into Kilrea	Pupils Staff Public	Medium – High	Where possible crossing of roads to be limited to pedestrian crossing points. Teacher-leader to stand in road and when safe instruct pupils to cross walking in front of teacher-leader. If no pavement, walk single file and as close to the side as possible	Low
Dogs when out walking	Pupils Staff	Medium	Do not approach provoke or feed dogs.	Low
Poisonous flora – allergy, rashes, swelling, breathing difficulties	Pupils Staff	Low-Medium	Safety talk by teacher/leader. No flora to be eaten	Low
Exposure to adverse weather conditions	Pupils Staff	Low-Medium	Teacher/leader to monitor weather conditions and their impact on the group. Teacher/leaders aware of emergency procedures. Sun cream to be available	Low
Orienteering – uneven surfaces – trips, falls	Pupils Staff	Medium	Pupils encouraged not to run. Teacher/leaders issue warnings with regards to hazardous areas.	Low
Archery – arrows (stray); Arrows on the group in front or behind target	Pupils Staff	Medium – High	Strict discipline maintained. Warning signs at access points to range Backstop netting, fencing or overshoot area behind targets Visual check prior to shooting Correct technique used for withdrawing arrows Pupils not permitted to retrieve arrows. Long hair tied back, ear rings removed Instruction, demonstration and ongoing coaching from trained instructor	Medium

			All equipment checked by instructors prior to use. Daily and weekly equipment check carried out?	
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