



**BURGESS HILL**  
— GIRLS —

<b>Educational Trips and Visits Policy Whole School incl EYFS</b>	<b>14d</b>
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<b>Responsible for Initiating Review of Policy</b>	SLT
<b>Committee to Review</b>	SLT
<b>Last Review Date</b>	February 2018
<b>Review Period</b>	3 years
<b>Approved by (Committee and Date)</b>	SLT February 2018
<b>Approved by Board of Governors</b>	
<b>Effective Date of Policy</b>	February 2018
<b>Next Review Date</b>	February 2021
<b>Related Policies</b>	



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**Educational Visits Co-ordinator Senior School and Sixth Form - Assistant Head  
Pastoral and Boarding**

**Educational visits Co-ordinator in the Junior School - Head**

**Educational visits Co-ordinator in the Nursery – Nursery Manager**

In our school 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. Burgess Hill Girls believes strongly in the value of educational visits which fall into the following categories:

- Those which are an essential part of GCSE or A level studies (e.g. Field Trips)
- Those which are a desirable enhancement of GCSE and A level studies (e.g. Theatre Trips, Gallery visits, Historical venues...)
- Those which enhance the curriculum in the Junior School and EYFS
- Those which add to a pupils life experience and education in its broadest sense ( e.g. Ski trips, Swatingdon, Nepal, Mexico, Isle of Wight...)

. Residential trips with a significant cost to parents must be planned well ahead. The School will provide parents with a list of all trips on offer during a given academic year prior to the start of the year.

Any proposed trip must first be approved by the Head of School or in the case of the Junior School or EYFS the Head of Junior School.

Once approved staff –student ratios should be discussed in detail with the Educational Visits Co-ordinator 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



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Overarching these discussions staff student ratios should be in the following ranges, as circumstances allow - subject to a minimum of 2 staff

TYPE OF TRIP	EYFS, YR 1, YR 2	JUNIOR SCHOOL YR 3 – 6	SENIOR SCHOOL YR 7 - 13
DAY TRIP UK	1: 6 (nursery under 4 work on a 2:1 ratio for external trips)	1: 10	1: 12
RESIDENTIAL TRIP UK	N/A	1: 10	1: 10
DAY TRIP ABROAD	N/A	N/A	1: 8
RESIDENTIALTRIP ABROAD	N/A	N/A	1: 8

(Any parent volunteers who regularly form part of the adult complement must have an enhanced DBS check by the school. Any volunteers on overnight stays must also have enhanced DBS checks.)

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

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

Full instructions for planning and booking visits are found in the Educational Visits and Residential Trips handbook found on the y drive : [..\..\..\D - Whole School Support Administration\1 - Front Office\Trips\Trip Handbook 2015.pdf](#). This includes information and forms related to risk assessments, first aid, insurance checks, communication with parents, preparing pupils, transport and Clarion Call communication set up. Group/ Party leaders taking overseas trips must also ensure that passport and visa procedures are followed.

## **A RISK ASSESSMENT IS BE COMPLETED AND USED FOR ALL TRIPS**

### **Educational Visits booked through a Tour Operator**

It is quite common when using a tour operator that they will manage all aspects of transportation on the trip. The Group / Party Leader and the EVC will oversee these arrangements to ensure they satisfactorily meet the requirements of the school.

Participation in a Burgess Hill Girls trip is restricted to current pupils and employees of Burgess Hill Girls unless agreed in advance with the Head.