

Aldenham School Off Site Trips Policy

Taking pupils off site for carefully selected and suitable purposes is good for their education and leads to short, medium and long term benefits. The DCFS encourage off site learning through the *Manifesto for Learning Outside The Classroom 2006*.

The benefits of LOtC (Learning Outside The Classroom), whether it is visits to the theatre, art galleries, field centres, institutions or other countries make the efforts educationally worthwhile. In many curriculum areas, (eg English, Science, Geography, History, Art, Design, RS) learning outside the classroom provides direct relevance to the curriculum, course work, projects and individual assignments. In addition off site trips can be motivating, encourage learning, raise attainment and improve behaviour. All of the Aldenham School off site trips, visits and exhibitions are very carefully planned with regard to health and safety, staff training, finance and risk assessment. All trips carry a variety of risks, many of which are generic and all risks are assessed according to Aldenham School guidelines. Risk is an essential part of young people's development and they can benefit in terms of independence and experience by learning how to manage risk for themselves.

Previously, the health and safety of all staff and pupils on trips was guided by the DfEs HASPEV documents of 1998. These have now been replaced by the OEAP (Outdoor Education Advisers' Panel) National Guidance and links to these are on the t drive with current trip documents. One change in the National Guidance was the "Radar Graph" approach to risk management, so that Aldenham now operated a "blanket consent" policy for local/straightforward day visits. There is, however, no change in the basic process of organising a school trip, which must start with the submission of a written proposal (using Form Nought) to the EVC (educational visits co-ordinator).

Supervision Ratio

Years 7-9

There should be a ratio of at least 1 teacher to 12 students, with a minimum of 2 staff per trip. If travel is to be by public transport, a ratio of 1 to 6 should apply.

Years 10-11

There should be a ratio of at least 1:15 with a minimum of 2 school staff per trip.

Sixth form trips

These are normally supervised, although on occasion with appropriate parental consent, students may be allowed to take off site visits unsupervised.

Trips Abroad and Staying Overnight

There is to be a minimum school staff to pupil ratio of 1:10, regardless of age and a minimum of 2 school staff per visit. These rules apply for 6th formers as well, who must remain under the supervision of school staff.

All staff and any other helpers must be cleared by the CRB and have knowledge of the school's safeguarding policy. If the trip involves both boys and girls, it is recommended that there is both a male and female member of staff accompanying the students. This is a compulsory measure for overnight stays or trips abroad.

The designated EVC for all such trips is Mr N Pulman and all further enquiries should be directed to him.

AMW/JCF/NDP

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