

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

St Catherine's School, Bramley WHOLE SCHOOL POLICY (Prep School Edition) EDUCATIONAL VISITS POLICY

The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

This policy was revised in October 2015 replacing that written in 2001 and updated in 2003 in line with the School's Policy review Schedule which ensures that all policies are kept up to date. It was substantially revised in April 2007, and updated in September 2009, September 2010 and March 2012. The present policy takes in to account changes to ISI Regulations and guidance given by the [Health and Safety Advice on legal duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies](#).

This policy should be read together with the First Aid Policy, Critical Incident Management Policy, Driving/Minibus policy, Child Protection Policy, Drugs Policy and Medical Policy.

AIM OF VISITS

On all school visits and educational trips the main aims should be to advance pupils' knowledge and experiences and expand their opportunities in an enjoyable and safe environment and should fulfil the ethos of the Every Child Matters agenda (2003 – 2010) replaced by Helping Children to Achieve More (2010). Consideration at each stage of planning should be given to pupils with learning difficulties and disabilities, and appropriate provision made for participation to be achieved by all within their capabilities.

School visits and journeys:

- Give value in the lives and education of pupils
- May be part of the educational programme or solely recreational
- Can include neighbourhood, local, regional, national and overseas visits
- Are organised by staff who ensure that the safety and welfare of pupils are of paramount importance
- Teach children how to deal appropriately with risks in suitable situations

RESPONSIBILITY FOR SAFETY

Responsibility for the safety of pupils at St. Catherine's rests ultimately with the Governing Body through the Headmistress. Teachers and others responsible for the planning, preparation and supervision of visits owe a legal 'duty of care' to ensure that certain basic principles of safety are observed and the general well-being of pupils is not put at risk. School staff have a duty to take care of pupils in the same way that a prudent parent would.

RESPONSIBILITY FOR BEHAVIOUR

All teachers and other adults supervising the visit are responsible for making it clear to the girls the expected standard of behaviour and ensuring that this is adhered to. Appropriate sanctions should be imposed where

necessary. In extreme cases of misbehaviour during a residential visit arrangements may be made with parents to send the child home.

STAFFING

Prep School suggested ratios:

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. Decisions should be based on the guidance below and agreed with Deputy Head, Staff.

EYFS	-	1 adult to every 4 young people (with a minimum of 2 adults),
Years 1 to 2,	-	1 adult for every 6 young people (with a minimum of 2 adults)
Year 3,	-	1 adult for every 10 young people (with a minimum of 2 adults).
Years 4 to 6	-	1 adult for every 10 to 15 young people (with a minimum of 2 adults). On residential visits this is 1:10.

The appropriate level of supervision depends on:

- The nature of the visit;
- The age and maturity and specific learning difficulties or disabilities of the pupils;
- The nature of potential hazards;
- The inclusion of other adults as responsible volunteer helpers shall be at the discretion of the Head but responsibility would lie with the trained teachers rather than volunteer helpers.
- Volunteers or other adults who are not members of the school staff must be recruited under safeguarding regulations with a DBS check, interview and references. This is essential for residential trips. Please seek advice from the Deputy Head, Staff or Business Manager as an interview must be conducted by a safeguarding-trained person.
- The duty of care, in loco parentis, applies to all girls including those over the age of 18.

TYPES OF VISIT

The code of practice and the appendices to this policy outline the procedure for organising visits and give detailed guidelines to take you through that process for a day or residential visit. The relevant instructions must be followed meticulously for all types of visits. Visits are defined as one of the following categories. Any of the visits may also be an adventurous training trip.

- Neighbourhood or local visits
- Day visits
- Sports/P.E. for local matches/ training
- Residential visits

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Mrs A M Phillips
Headmistress

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Miss N Bartholomew
Headmistress of Preparatory School

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Appendix A: Guidance for Party Leaders including completion of forms

B: Blank Forms

C: Sample Documents

D: PE Department Match Transport Procedure