



Brummana High School

School Trips, Residential Visits, and Overseas Trips Policy

BHS recognizes the importance of school trips and residential visits (hereafter referred to as 'trips and visits'). BHS values off-site trips and visits as an integral and enriching part of the learning experience for BHS students. BHS seeks to ensure that the opportunity to attend trips and visits exists for students, as appropriate to their age.

BHS Trips are at their most effective when they are well organized, arranged within an appropriate time frame, and place health and safety in an appropriate context. An effective trip expects that staff must always be aware of their responsibilities before agreeing to organize, lead, or accompany any trip. The relevant member of the Management Team or the Overseas Trips Officer (OTO), who has provided confirmation for the trip, bears the overarching responsibility to ensure that the Trip Leader is able to fulfil the responsibilities that the trip expects of them.

BHS has clear procedures and guidelines for trips and visits. All trips and visits are conducted in accordance with these procedures and guidelines.

The focus of the trips Teacher in Charge is on:

- The learning experience of the students.
- Effective and clear communication.
- The safety of all those attending.

BHS is clear in its expectation that the school's duty of care is in place during the time frame of the trip and that all persons engaged in the trip are fully aware of this. This is also the case for school policies and procedures.

BHS recognizes the distinction between everyday routine trips and more major trips which would require extra planning- such as international trips. It is expected that trips are planned effectively and that they are reviewed when completed so as to ensure the quality and experience of those attending the trip is developed over time. Trips are supported by a Management Team member who best knows the needs of that Sections. In regards International Trips the Vice Principal Pastoral will take responsibility as Overseas Trips Officer and will act in conjunction with the Teacher in Charge, the Head of Section, the Vice Principal Academic, and the Bursar to ensure the success of the trip.

Who is responsible?

The SLT is responsible for the confirmation of residential trips and International residential trips in the third term of the academic year before the trip is to be 'run'.

The Vice Principal Pastoral is responsible for working closely with the Teacher in Charge and overseeing International trips and residential trips.

The Head of Section is responsible for school trips in their section.

Aim

The aim of the Trips and Visits Policy is to support, and promote, the development of the members of the community. This includes, but is not limited to, the following areas:

- The curriculum based learning experiences available.
- Aspects of Personal, Social, and Health Education.
- Learning experiences beyond the taught curriculum.

Staff who have a delegated pastoral responsibility due to their role are:

Vice Principal Pastoral

Vice Principal Academic

Bursar

Relevant members of finance associated with the trip

Heads of Section

Teacher in Charge of the trip.

Deputy Teacher in Charge of the trip.

Teachers supporting the trip.

Other staff associated with the trip.

Review Date

As per the upcoming information from GR

Linked Procedures

BHS Trips Procedures

School Trips and Residential Visits Procedures and Forms Packet

Date:30/10/2019: SB