

Educational Visits Policy

Collège Français Bilingue de Londres (The "School" or "CFBL")

Aims and Purposes

CFBL recognises the value added to the learning outside the statutory school day and beyond the premises. Each year, the School will arrange a number of activities that take place off the School site and/or out of school hours. These activities support the broad aims of the School to develop well-rounded pupils with a range of diverse learning experiences. The Head has given approval to the following types of activities being arranged, in support of the educational aims of the School:

- Residential visits.
- Overseas visits.
- Regular visits to the local sports centres.
- Adventure activities.
- Day visits for particular year groups.
- Out of hours clubs and teams.

Approval Procedure and Consent

The Headteacher will nominate an Educational Visits Co-ordinator (EVC) for the primary and an EVC for the secondary. Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running it. Before a parents are informed of a proposed visit, the Head, relevant Deputy to the Head and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

For all trips other than those overnight, parents will be asked to sign a general letter of consent for participation in these activities at the start of the school year. They will be fully informed of the activities and arrangements for the visit, including any decision to cancel..

Staffing

The School recognises the important role of accompanying staff in ensuring the highest standard of learning, challenge and safety on school trips. The selection of staff will be a key priority in the initial approval of the proposed visit. The School does not support additional people accompanying educational visits who are not pupils at the School or part of the agreed staff complement (except in the case of some extra curricular clubs run by CFBL Clubs which enroll a limited number of children who are not pupils of CFBL). The appointed GL will be fully supported in the tasks required to arrange the visit. This will include making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the GL and EVC might work in partnership to undertake planning and risk assessments. The staff to child ratio for the trip is subject to approval by the Head.

Insurance

The School has Employers Liability Insurance of £10m and Public Liability Insurance of £20m. It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.

The EVC should check with the Head of Finance and Administration when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required

The EVC should ensure that the GL has a copy of the school travel insurance with him or her on the trip

Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's travel insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

Expectations of pupils and Parents

The School has a clear code of conduct for School visits, based on its Behaviour and Discipline Policy and the School Rules (*règlements intérieurs*). This code of conduct will be part of the conditions of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit. In such cases, the School will not refund costs to parents. Pupils who have an ongoing record of bad behaviour may be barred from trips organised by the School.

Emergency Procedures

The School will appoint a member of staff as the emergency contact for School visits. All major incidents should be immediately relayed to this person, especially those involving injury or that might attract media attention. All incidents and accidents occurring on the visit will be reported back through the School systems. The School will make funding available to assist the GL during an emergency.

Transport

An effort will be made to use sustainable methods of travel during all trips and educational visits. Preference will be given to public transport and walking.

Report to Governors

The Headteacher's report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last meeting of Governors.

Evaluation

All trips will be evaluated by the Group Leader. A short evaluation report will be made to the relevant Deputy to the Head. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

This document has been drawn up in accordance with DfE guidance: Health and safety: [advice on legal duties](#) (published February 2014).

Last review 11/17