



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Educational Visits Policy

2017 - 2018

Person responsible for Policy:	Senior Leadership Team
Committee responsible for Policy:	Curriculum & Outcomes
Date To Governors:	14 November 2017
Date Agreed:	September 2017
Review Due:	September 2018 and annually thereafter
Is this Policy to appear on school website:	Yes

Educational Visits Policy

This is a statement for St Cuthbert's Catholic High School.

St Cuthbert's Catholic High School values the benefit of educational and off-site visits for pupils and fully accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for ensuring that all visits are effectively planned, organised and delivered.

The St Helens Council guidance document '**Health and Safety of Pupils on Educational Visits Guidelines for Schools**' will be followed and implemented.

The Headteacher and School Governors will take all reasonable steps to ensure that this policy and accompanying procedure are implemented and communicated to all relevant staff, on a recorded basis.

Arrangements for school trips ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips with lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

It will be ensured that the precautions proposed are proportionate to the risks involved, and that paperwork is easy to follow. Planning will also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.