



SCHOOL VISITS AND JOURNEYS POLICY

September 2023

SCHOOL NAME: The Mill Academy

Policy Statement

The Governors and Head Teachers of The Mill Academy accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

The Governing Body have adopted and follow the Local Authority's educational visits guidance contained in the most recent edition of "Organising Visits and Journeys for Pupils". Support for Educational Visits. The Governors recognise that pupils' participation in a wide range of visits and journeys is beneficial to their whole educational experience.

Statement of Safety Policy

As part of their responsibilities the Governing Body and Head Teacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

Statement of Safety Organisation

The School have adopted the following procedure for approving school visits and journeys:

- (i) for Category A and Category B visits, final approval must be obtained from the Head Teacher;
- (ii) for Category C visits, final approval must be obtained from the Head Teacher and the Local Authority;
- (iii) approval for visits must be provided prior to the visit taking place;
- (iv) for all Category B and Category C visits, the Evolve online system must be used for visit notification and approval purposes.

Duties

The Governing Body:

- a) will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to and
- b) have appointed a member of staff to be the Educational Visits Co-ordinator. Our Co-ordinator from September 2023 is Miss Kirsty Glyde.

Arrangements

Arrangement number 5.7 of the School's health and safety policy sets out how the School will manage the organisation of visits and journeys:

- a) the Head Teacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits;
- b) The Head Teacher will ensure that all visits and journeys organised by school staff obtain their approval.
- c) The Head Teacher will ensure that approval is obtained from the Local Authority for those visits requiring such approval.

Signed:

Layke

Date

2.11.2023

Chair of the Governing Body