



# BEACON HIGH



## Trips, Visits and Residentials

We believe that educational visits are an integral part of the entitlement of every student to an effective and balanced curriculum.

Appropriately planned visits enhance students' experiences and build cultural capital.

Beacon High is fortunate to be situated close to central London, with easy access to a wide variety of galleries, museums, theatres and events.

In addition we are championing Islington Council's 11 by 11 programme, where all young people in the borough have free access to at least 11 cultural experiences by the end of Year 11.

### Health and Safety:

- Health and Safety regulations are followed for all experiences outside the classroom.
- Visits are planned and risk-assessed by the trip leader; these are then quality assured by the Educational Visits Coordinator, Tierney Gilbert and SLT responsible for trips, Sarah McDonald.
- The Headteacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the Local Authority for approval.
- The Governing Body's role is that of a 'critical friend'. Approval will be sought from the Chair of Governors for all adventure, residential and overseas visits.

### Risk Assessment:

Group leaders will carry out risk assessment considering the following factors:

- Types of activities undertaken
- Location
- Safeguarding
- Transportation
- Ratio of staff to students
- Experience of staff accompanying the trip
- Age of students
- Weather and seasonal conditions
- Timings of the day
- Emergency procedures

### Behaviour:

- When outside of school, we expect that students will act as ambassadors for Beacon High. We expect students to behave in a safe and respectful manner at all times.
- Students may be declined a place on a trip if their behaviour could cause a risk to themselves or others. Students who fail to follow instructions may be accompanied back to school and further sanctions applied.

### Requirement from Parents/Carers:

Parents/Carers must provide the following documentation prior to any trip:

- A signed and dated consent form
- Notice of any medical or dietary needs
- An emergency contact number

### Notes for Parents/Carers:

- A school first aid kit will be taken on all trips
- Emergency contacts will be held at school or by a designated member of staff, if the trip is outside of school hours
- Regular headcounts will be taken
- A school mobile is held by a senior member of staff for emergency contact