



HARMONIZE ACADEMY

PROMOTING THE HEALTH AND SAFETY OF HARMONIZE STUDENTS ON OUTSIDE VISITS AND TRIPS POLICY

1) Introduction

Harmonize Academy believes that learning experiences away from our building are an essential component of the Harmonize curriculum. Our educational trips and visits are many and varied, but with a clear purpose offering Harmonize students opportunities for self-development and to extend their learning in ways that are not possible inside Harmonize Academy building.

It is Harmonize Academy's duty to ensure that all trips and visits are efficiently and effectively managed and that the health, safety and welfare of students, staff and any volunteers are maintained at the highest possible levels and in accordance with national good practice, including the guidelines provided by the DFE in 'Health and Safety of Pupils on Educational Visits' 1998.

2) Responsibilities

The Harmonize Academy Vice-Principal has the overall responsibility of overseeing all visits and trips and ensuring that they are prepared and conducted by Harmonize staff in accordance with the required standards. For each trip or visit, the Vice-Principal appoints a suitably experienced and trained member of Harmonize staff to undertake the role of Trip Organiser.

The Trip Organizer is responsible for the supervision and conduct of the trip or visit and for ensuring the health and safety of the group. The Trip Organizer is responsible for preparing a Risk Assessment using the approved Harmonize Academy form for the trip or visit and for getting it approved in advance by the Harmonize Academy Health and Safety Officer.

3) Staff to pupil ratios

It is important to have a high enough ratio of Harmonize staff to students for every visit or trip. As a minimum, there must be one member of staff for six students, with at least one male member of staff if there are male students and at least one female member of staff if there are female students. One of the staff on the trip or visit must have current First Aid qualifications and must take a first aid box that has been checked in advance, on the trip or visit.

4) Parental Approval

The consent of parents, guardians or carers for all the trips and visits to be undertaken as part of the Harmonize curriculum is obtained in writing when students join Harmonize Academy. Without such approval, Harmonize students are not allowed to go on any external visits or trips. Parents, guardians or carers are also required to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place.

5) Pupil Behaviour

In advance of trips and visits, students are reminded of the standards of behaviour that are expected from all Harmonize students on trips and visits. In the event of negative behaviour, the sanctions outlined in the Harmonize Promoting Good Behaviour Policy shall be applied

6) Travel Arrangements

The Trip Organiser takes responsibility for making arrangements for travel. Only authorised drivers will be permitted to drive the Harmonize Academy mini-bus and in the event of this being unavailable only reputable companies are used for transport.

7) Pre-Visit Evaluation

In advance of a Harmonize trip or visit, a suitably trained member of the Harmonize staff team visits the location in advance to assess its suitability for Harmonize students. Feedback on the visit is passed to the Vice-Principal.

Note:

This policy document complements Harmonize Academy Safeguarding Policy