

# Sperrinview Special School

## Educational Visits

### Rationale

Our school aims state that pupils should be helped to develop socially, emotionally and intellectually and be provided with opportunities to experience and participate in a variety of creative and leisure activities.

Environmental Visits, Educational Outings and Residential trips help expose pupils to experiences that cannot be provided within the confines of school.

### Aims

- To build upon and extend skills learnt in school.
- To transfer skills from school to other settings
- To participate in creative, social and leisure activities
- To experience the opportunity of staying away from home

### Organisation

**Environmental Visits** take place weekly, fortnightly or monthly and will be organised by each class, based on an agreed timetable, on a half termly basis. They should complement the termly theme and/or work which is ongoing in the classroom. Environmental Visit lists will be prepared and presented to the Principal each half term.

Also included in this category are regular visits to the swimming pool, gym, other schools and colleges etc. Transport for all environmental visits will be organised by the co-ordinator for transport.

**Educational Outings** are one-off day or evening excursions to eg Special Olympics, Theatre, Summer Trips etc. These will be planned and organised by the class teacher/team leader, who will complete an Educational Visit form and ensure that this is passed on to the appropriate staff.

**Residential Trips** will be organised in two categories:

1. For pupils who are capable of reliable independent movement
2. For pupils who are not capable of reliable independent movement

#### Criteria for Participation

- Places on the trips will be offered on a rota basis from the oldest pupils to the youngest [post primary]
- A consent form must be signed by parents prior to trip
- If medication is required, forms AM2 & AM4 must be completed and signed by the parent and the family GP
- A risk assessment must be carried out to ensure the safety of the pupil. If this process suggests that there is a risk during the trip, the pupil will not be offered a place.
- Parents and the lead teacher must have a discussion prior to the residential trip
- Parents must complete a Residential Trip Form
- Parents must provide emergency phone numbers

Eligible pupils will be offered the choice of participating in trips. Those who do not wish to avail of this opportunity will be exempt.

#### **Key elements to consider when planning a residential trip**

- Research the proposed venue - accommodation, accessibility, toileting, food and activities
- Decide the programme of events

- Select proposed dates
- Arrange staffing for trip
- Organise cover arrangements for school
- Discuss with parents well in advance of the proposed date of the trip
- Arrange transport to and from venue in liaison with Ms Walker
- Arrange medication and forms AM2 & AM4 as appropriate
- Examine care plans
- Carry out risk assessments
- Moving and Handling
- Spending money [approx £20 per pupil]
- Look for hidden costs
- Special Clothing
- Mobile phones
- First Aid Kits
- Evaluation - to inform future visits [pupils, parents and staff]

## **Roles and Responsibilities**

### **Staff**

Staff are responsible for:

- adhering to the guidelines issued by the EA on Educational Visits, Policy, Practice and Procedures
- preparing and planning appropriately for trips to ensure the health and safety of all involved
- keeping parents informed of plans
- ensuring the health and safety of pupils and staff when out of school
- arranging appropriate activities [with qualified instructors if appropriate]

- maintaining contact with school and parents during the trip
- providing school and parents with feedback after the trip
- completing an evaluation of the trip

### **Co-ordinator**

Ms Ruth Walker is the co-ordinator for transport and Mrs Shaunagh Duffin is the co-ordinator for residential trips. Mrs Duffin will:

- complete the necessary paperwork
- finalise trip arrangements

### **Pupils**

Pupils are responsible for:

- behaving appropriately when out of school
- completing an evaluation of the trip, if applicable, [with assistance as appropriate to each individual]

### **Parents**

Parents are responsible for:

- completing consent forms
- completing residential trip forms
- completing AM2 & AM4 [if appropriate]
- supplying appropriate medication
- supplying emergency contact numbers
- labelling all clothes [including shoes] and other items
- supplying a list of all clothes and items
- supplying pocket money
- informing staff of special dietary or other needs
- collecting pupil at venue in the event of a problem
- completing an evaluation of the trip, if appropriate

## **The Principal**

The Principal has overall responsibility for the implementation of the policy.

## **Staff Development**

Brochures and other information that is circulated to school about possible destinations are brought to the attention of teachers at weekly meetings. This data is placed on file, which is maintained by Ms Walker and is available for staff when residential trips are being planned.

## **Monitoring and Evaluation**

This policy will be monitored and evaluated through feedback from pupils, parents and staff following trips.

## **Review**

A sub-committee of the Board of governors will monitor and evaluate the effectiveness of this policy as part of a timetabled on-going process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Sperrinview Special School  
Environmental Visits**

Class:

Date:	Destination:	Rationale: Linked to topic or LI for Subject Area

Please complete at the beginning of each half term/six week period. Should there be any change to the programme please amend accordingly.  
If staff intend using their personal mobile phone/s, please record number/s here \_\_\_\_\_

\_\_\_\_\_Teacher\_\_\_\_\_Date

## Sperrinview Special School Details of Educational Visit

Proposed Date: \_\_\_\_\_

Destination/Event: \_\_\_\_\_

Number of pupils/students due to travel: \_\_\_\_\_

Names: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of wheelchairs to be accommodated: \_\_\_\_\_

Number of bucket seats required: \_\_\_\_\_

Number of buses required: \_\_\_\_\_

Names of staff members due to accompany pupils:

_____	_____
_____	_____
_____	_____

Departure time from school: \_\_\_\_\_

Expected time of arrival back at school: \_\_\_\_\_

Arrangements for food: \_\_\_\_\_

Arrangements for pupils and staff not attending outing:

_____
_____
_____

\_\_\_\_\_ Team Leader \_\_\_\_\_ Class \_\_\_\_\_ Date

The above details should be given to ***Ms Walker, Mrs Kerr, Mrs Hagan and Miss Jordan*** no later than seven days before date of visit.

Tick box when transport has been booked  [*FAO Ms Walker only*]  
06/08/07

## Sperrinview Special School Residential Trip Form

Pupil Name:	
Address:	
Home Tel No:	
Emergency Tel No 1:	
Emergency Tel No 2:	
Names of family Members:	
Medication:	
Dietary Requirements:	
Food Likes:	
Food Dislikes:	
Known Allergies:	
Known Fears:	
Means of comfort when distressed:	
Spending Money:	
Additional Information:	

Signed: \_\_\_\_\_ [Parent]

Date: \_\_\_\_\_



**Sperrinview Special School**  
**Residential Trip Consent Form**

I consent to \_\_\_\_\_[pupil's name]

participating in a residential trip to:

\_\_\_\_\_ [venue]

on the following dates:

\_\_\_\_\_ [date]

Signed: \_\_\_\_\_ [parent]

Date: \_\_\_\_\_