

Educational Visits Policy

It is the policy of the GDST to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and all other people who participate in educational visits and trips organized by the school. The GDST is also committed to complying with the requirements contained within the DFE's guidance on the Health and Safety of Pupils on Educational Visits to safeguard and promote the health and safety of pupils and staff on activities outside of school.

The school will appoint a competent Educational Visits Coordinator and provide appropriate information, instruction, training and guidance to staff leading and accompanying educational visits and school trips. This will include:

- the procedures for planning and preparing for an educational visit or school trip
- the procedures for assessing the risks associated with an educational visit or school trip
- the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- defining the roles and responsibilities of group leaders and other supervisors during educational visits and school trips

The Senior Educational Visits Coordinator is Elizabeth Rodgers, Assistant Head Co-curricular. For detailed advice and information please go to Co-Curricular page, Educational Visits and follow the guidance on this page for all trips. You are also welcome to contact Elizabeth Rodgers and Helen Jenkinson by email or in the Co-Curricular Office on the ground floor in main school.