

POLICY ON EDUCATIONAL TRIPS

Educational trips should adhere to the following guidelines;

1. Advance permission should be sought from the Principal or VP and notice given to the relevant Year Head.
2. A *risk assessment* should be carried out in advance of the trip using the documentation from the Staff Shared Area, C2k and should be signed by the Principal.
3. The *risk assessment* should be followed in compliance with DENI Health and Safety guidelines.
4. All practical arrangements for the trip remain the responsibility of the Trip Leader.

For **EDUCATIONAL TRIPS ABROAD** the above guidelines apply, plus...

- i. A two-year cycle will be used to timetable educational trips abroad.
- ii. Applications for permission to organise such trips must be made in writing to SMT by the Trip Leader.
- iii. SMT will grant permission for a trip based on whole school merit.