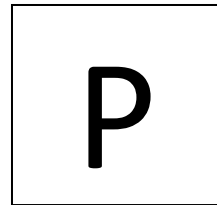




Educational Visits Policy



1: Aim

- The school, through this policy, wishes to enhance students' education and contribute to raising students' progress and achievement by providing opportunities for teaching and learning to take place in appropriate and relevant contexts and venues out of school.

2: Objectives

- To ensure that students participate in school visits safely and securely;
- To ensure that students' learning is enhanced to maximum extent;
- To safeguard students' rights for equal opportunity to participate;
- To ensure a clear and unambiguous understanding by all staff of the rationale for approving applications to take students on visits;
- To ensure that responsibilities for staff are clear and that required formalities and agreements are adhered to.

3: Monitoring and Evaluation

- This policy will be monitored in order to promote students' learning, progress and achievement and broaden their educational experience, protect their health and safety and safeguard their school-based learning.
- Visits in school time need to be approved by the designated member of SLT (Educational Visits Co-ordinator (EVC)) and meet pre-determined criteria.

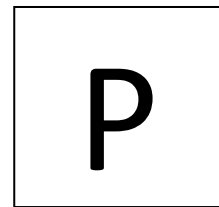
4: Health & Safety

- The Management of Health and Safety at Work Regulations, require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff
- The Headteacher, governing body and SLT/EVC have responsibilities and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the governing body to the relevant members of SLT/EVC and the Headteacher who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.

5: Insurance and Finance

- Appropriate insurance taken out by the school includes travel cover for school visits both in the UK and abroad. Additional insurance will be taken out for specialist trips as required.
- Costings must be outlined on the initial Educational Trip costing form / Visit Approval Form before the visit will be authorised.

APPROVED on: MAY 23	RENEWAL REQUIRED: BI-ANNUALLY	REVIEW DATE: MAY 25	SIGNED:
---------------------------	-------------------------------------	------------------------	------------------



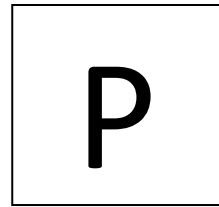
More Specific Guidance and Procedures

6: Monitoring and Evaluation

- Visits in school time need to be approved by the designated member of SLT/EVC and meet pre-determined criteria;
- Enable all relevant students to participate, regardless of means;
- Include an assurance that relevant LA guidance and statutory regulations with reference to the health, safety and supervision of students will be met in full;
- Be included in the school calendar wherever possible and notified to colleagues as far ahead as is reasonably possible;
- Have due regard to the affect that the visit will have on other subjects in the students' curriculum and the affect the trip might have on the work of colleagues and take these factors into account where possible in the planning;
- Be directly related to the students' formal curriculum, or provide direct support for their learning in one or more of their subjects or the trip has a pastoral outcome.
- Visits taking place outside the school day need satisfy only the first two criteria.
- Extended visits (i.e. visits of more than one day) should ideally take place during school holidays, or non-curriculum time, in order that there is minimal impact on students' learning wherever possible.

7: Health & Safety

- Trips and visits are tools that provide and maximise educational opportunities for young people outside their normal educational surroundings. The arrangements put in place to manage trips and visits must, therefore, recognise that these may include potentially hazardous activities.
- The Management of Health and Safety at Work Regulations, require that risk assessments be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff.
- An activity can become dangerous when certain factors, or a combination of factors, occur. These could include various elements such as weather, water currents, inexperience of young persons, in discipline, the nature of the students, the unexpected, equipment failure, lack of effective safety controls, lack of training and experience of leaders or even interference by other parties (this is not an exhaustive list).
- Risk assessments need to be thorough and well thought through so that the risks present are minimised. If generic risk assessments are used, staff need to be mindful that each visit is unique and the most important part of any risk assessment is the minimisation of any risks **specific to that particular visit**.
- The Headteacher, governing body and SLT/EVC have responsibilities and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the local governing body to the relevant members of SLT, EVC and the Headteacher.
- The Headteacher and governors/SLT/EVC must:
 - Be satisfied of the competence (training and experience) of staff to undertake and supervise the various activities;
 - Ensure that appropriate training is provided where necessary.



Responsibilities

8: Trip Leader

- One person, the trip leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group.

9: Supervisory teachers/staff

- Staff on school-led visits act as employees of the school, whether the visit takes place within normal school hours or outside those hours;
- Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances;
- Staff and all other adults assisting the trip leader must consent and agree that the trip leader has full authority to reasonably direct their supervision of the students;
- When abroad, staff should abide by all laws and be aware that there may be local customs that should be considered.

10: Staffing

The organisation of and participation in trips is a voluntary activity.

- The school should ensure that there is an appropriate supervision level at all times and that this level of supervision has been approved by the EVC. No trip should have fewer than two employees of the school so that there is always adequate insured cover in the event of staff illness;
- Requirements for further adult supervision could be met by using associate staff, governors, parents/carers and volunteers. However, any person who has not had a criminal conviction check should never be left in sole charge of students (DBS check). In addition, it is important to mention that any duty of care cannot be handed over to a third party and so off-site instructors cannot be used in any ratio considerations;
- Normal ratios are 15-20 students per adult.
- Many other factors may have to be considered, including for example, the nature of the activities, or the behaviour of students or number of SEN students. These factors may lead to a reduction or increase in the staff/student ratio.
- Organisers and leaders of school trips must be able to demonstrate that the trip represents best value in achieving the written aims. Consideration of best value must include the responsibilities for safety and supervision.

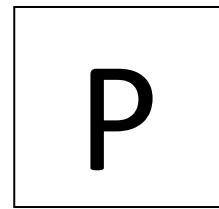
11: Procedures and Protocols

- Dates of proposed visits should ideally be submitted at least eight weeks prior to the visit date. All proposals (Concept stage) are made using the Visit request & costings form available from the VA. If agreed, the visit is then entered on the school calendar and trip leaders will be notified via email. Trip leaders need to complete full trip details on EVOLVE. Visits may be planned later than this, but must be authorised by the designated member of SLT/EVC.
- Proposed visits are discussed by the committee on the first Wednesday of every month or the nearest day to that.

12: Consumption of Alcohol on a Trip



Educational Visits Policy



- Alcohol is not permitted to be consumed by either staff or students, whilst on the visit. This information should be communicated to students and their parents/carers before the visit takes place.

13: Behaviour

- All students and staff who participate in trips and visits that are organised in the confines of this policy are governed by the same rules as regards to conduct and behaviour as those staff and students who remain in school. As such, any behavioural incidents must be logged and consequences sought through the appropriate senior member of staff.

14: Student Needs

- All aspect of student needs on the visit must be considered. Particular care must be taken when supporting students with SEND needs.
- Planning for students with additional needs should occur early in the process.
- Are there students in the cohort being offered the trip with additional needs?
- Might these additional needs have an impact on accessing the purpose of the trip? Are there any mitigating actions that can be made? What reasonable adjustments might be expected? Might extra staff be required?
- The providing organisation should be contacted to ensure that they have appropriate facilities for people with these additional needs and asked how they will facilitate the students' access to the trip. Reasonable adjustments should be suggested at this stage.
- Are there specific times or arrangements during the trip where the additional needs of a student may require a member of staff taking specific responsibility for 1-1 supervision of the students, e.g., accessing transport for a change in venue or for returning to school. In some instances, it may be appropriate to assign a member of staff to have 1-1 responsibility for the whole trip.
- When considering a late/bargain offer from a facility, the equal opportunities of a student with additional needs should be considered before attempting to secure the offer.

15: Pre-visits

- For all trips and visits, it is recommended best practice that where possible staff fulfil a reconnaissance visit to become sufficiently aware of any risks that may be undertaken whilst on the trip. All locations used regularly should have an annual visit and be signed off for all relevant H&S risk assessments. Instances where this pre-visit will be chargeable, the appropriate member of staff should inform the designated member of SLT as to the nature and cost of this visit **before** it occurs. The cost of the pre-visit should then be factored into the overall price of the trip so that the school is not left liable for costs incurred.
- For residential visits, staff should consider the viability of the trip as a whole in consultation with the designated member of SLT so that the trip is not cancelled before remuneration for the pre-visit is accounted for.

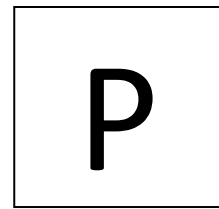
Day Visits

16: Planning Procedures

- Ideally, precise planning for a visit should begin at least eight weeks before its date. In planning a visit, staff must first use the Visit request form.



Educational Visits Policy



17: Insurance

- The school's insurance policy includes travel cover for school visits both in the UK and abroad. If planning an outing that includes a hazardous activity, please check with the Finance Director, as additional insurance cover may be required.

18: Transport

- The Trip leader / VA must hire coaches after obtaining at least three quotes. (VA will support this process).

19: Costing the Visit

- Costings must be outlined on the initial Visit costings form and take into account, where necessary, administrative costs.

20: Letter to Parents/Carers

- A draft letter should now be prepared for parents/carers. This letter must then be submitted for approval to EVC and, once checked/returned, sent via SIMS in Touch, with a PDF copy being put on the school website. Where there may be issues concerning student hardship, please be aware that this may need to be addressed in the letter to parents. The finance team will set up the trip payment system on parent pay.
- Parents/carers will need at least four weeks' notice in order to pay any contribution and for those requesting hardship consideration to write and receive an electronic reply from the school. When there is no charge, parents/carers must still be notified and must sign a permission slip. Finally, parents/carers will need to be notified that in the case of over-subscription, students may be selected at random or on a first come, first served arrangement. The finance team will provide information on payments made and outstanding payments for the VA/Trip Leader to follow up non-payment.

21: Vehicles

- Staff should not use their own personal vehicle for any trips / visits.

22: Finance

- Contributions for a visit should be paid via ParentPay.

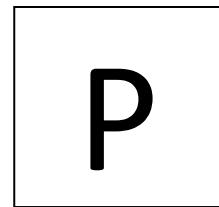
23: Permission Slips

- Permission slips and consent forms should be collected by the trip leader. The consent form is an electronic copy via evolve. Completed forms should be kept by the trip leader. A list of **daytime contact/emergency phone numbers for each student and member of staff** should be collated by the trip leader, circulated to the appropriate staff as indicated on the Trips and Visits Checklist and taken on the trip/visit by the trip leader. (See appendices)

24: Procedures in the Fortnight Prior to the Visit



Educational Visits Policy



- School trip mobile phone need to be collected by the trip leader, from the Finance Director. Medical kits(from the school first aider).

25: Travelling by Coach

- If more than one coach is used on a trip there should be a database of the students and members of staff on each coach. Please note, the trip leader should be on one coach and the assistant trip leader on the second coach. A staff member must be sitting at the front of the coach and another staff member must be sitting at the back of the coach. If a double decker is used, there should be at least one member of staff upstairs and members of staff downstairs.

26: Procedures on the Day of the Visit

- If the visit is to depart before 8am, the trip leader should arrange for the coach company to collect the party from the school drive without causing an obstruction to other vehicles arriving for the school day. The site team need to be informed if the gate needs to be unlocked early in the morning or on your return late in the evening;
- Each coach should have a teacher in charge, designated by the trip leader. This teacher should have the relevant mobile phone and first aid kit;
- Staff should spread themselves throughout the coach rather than all sitting at the front to ensure adequate student supervision;
- A member of staff should always be there to supervise students awaiting collection by their parents/carers, until the last one has safely departed;
- Whilst on the journey or before the journey departs, the designated member(s) of staff responsible for the group(s) of students involved **must** brief the students as to the risks that will be undertaken that day and how they can be minimised. These risks should have been identified on the risk assessments;
- Additional student safeguarding arrangements should be in place for trips to selected areas of increased risk, e.g. London –all students must have the mobile telephone contact details of the trip leader;

Residential Visits

- For residential visits, the basic procedures are largely the same. However, when costing a visit, insurance is either with the travel company or special arrangements are made with the Finance when verifying cost.
- Ideally, precise planning for a residential visit should begin at least six months before its date. Parents/carers should be given sufficient time to finish making reasonable staged contributions by no later than 12 weeks before the visit. Update meetings between the organiser and the EVC should be held at least 12 weeks and 2 weeks prior to the visit. A Parents'/Carers' Information Evening should be held 3-4 weeks prior to the visit for all overseas residential trips.

Communications and Emergency Procedures During School Visits

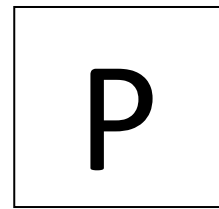
Day Visits

27: Preparation:

- The trip leader and accompanying staff must all have a copy of the trip database with all student



Educational Visits Policy



details. This database must also be distributed to all staff identified on the Trips and Visits Checklist;

- For all visits, the trip leader must have the emergency telephone number of the EVC/SLT contact and a second emergency contact.
- Medical concerns list

28: During the course of the visit

- The trip leader should ensure that all staff mobile telephones are switched on before the visit departs;
- The trip leader is responsible for checking the attendance of students and must not depart before he/she is sure that everyone is accounted for;
- The trip leader is responsible for communicating the names of any missing students from the trip so that the Attendance Officer is aware of any absences. In the event of this being out of hours, a message should be left on the normal school number;
- If any student has not arrived by the due departure time, the trip leader is entitled to depart but he/she **MUST** inform the school or the emergency contact of this situation;
- In the case of more than one coach being involved, the trip leader must not depart before other parties;
- Social media can be used to keep parents/carers up-to-date with the trip/arrival time back at school. Whichever social media platform which is being used, must be communicated to parents / carers.
- For day visits extending beyond the school day, the trip leader should inform the emergency contact once the party has returned. The SLT/EVC contact assumes all is well unless they are contacted to the contrary.

29: Emergencies

- A situation is deemed an emergency if an event occurs which involves the health, safety and wellbeing of students and/or adults where school and/or parents/carers should be told;
- The trip leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of accompanying staff to keep the trip leader informed of any situation that might be deemed an emergency;
- Should a critical incident arise, SLT/EVC must be informed immediately.
- If a problem arises during school hours where advice is needed or information needs to be given, the trip leader should ring the school and ask for a member of SLT or the EVC;
- If a problem arises outside school hours, unless it is a simple delay, the trip leader should ring the emergency contact. The emergency contact should make other SLT members aware as necessary;
- If a problem arises and students have access to telephones, the trip leader should try to ensure that students **DO NOT** telephone parents/carers, unless instructed to do so. All contact with parents/carers should be made via the school or the emergency contact. Rules on student mobile phones for trips will be on a case by case basis;
- It is the responsibility of SLT and the trip leader to follow the school's *Guidance for procedures in the event of a critical incident on off-site visits*.

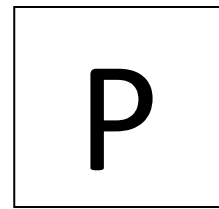
Residential Trips

29: Preparation

- The organisation of communication and emergency procedures should take place prior to the Parents'/Carers' Information Evening, which must be held approximately 3-4 weeks before departure;



Educational Visits Policy



- The trip leader must be aware of the two emergency contacts and have their contact details to hand at all times. The emergency contacts must be contactable at **any** and **all** times;
- The trip leader is responsible for preparing information for parents/carers that includes details of the emergency contacts on the trip and their numbers and availability. This should be given to them as part of an information pack distributed at the Parents'/Carers' Information Evening or with the final itinerary. A copy of information given to parents/carers on the evening should be added to the network files with other key trip paperwork;
- The two emergency contacts must be given all information that is made available to parents/carers, e.g. itinerary, flight times, hotel addresses etc., and a list of contact numbers for students and staff.

30: During the Visit

- Details of the visit's progress will be communicated to the emergency contact who will update Campus Reception as updates are received. Twitter/Facebook will also be used during the trip to keep parents/carers informed;
- At an appropriate time during the return journey, the trip leader could either contact the parents/carers via Facebook/Twitter or allow students to contact parents/carers in order to enable them to meet the party at the designated place promptly;
- Upon the safe arrival of the party, the trip leader should inform the emergency contact that his/her responsibility is ended.

31: Emergencies

- A situation is deemed an emergency if an event occurs which involves the health, safety and wellbeing of students and/or adults where school and/or parents/carers should be told;
- The trip leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of accompanying staff to keep the leader informed of any situation that might be deemed an emergency;
- Should a critical incident arise, the procedures on the Critical Incident Card should be followed;
- If a problem arises during school hours where advice is needed or information needs to be given, the trip leader should ring the school and ask for a member of SLT or the EVC;
- If a problem arises outside school hours, unless it is a simple delay, the trip leader should ring the emergency contact. The emergency contact should make other SLT members aware as necessary;
- If a problem arises and students have access to telephones, the trip leader should try to ensure that students **DO NOT** telephone parents/carers, unless instructed to do so. All contact with parents/carers should be made via the school or the emergency contact number. Rules on student mobile phones for trips will be on a case by case basis;

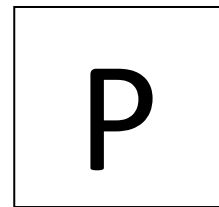
32: Passports

- When applying for a group passport, the trip leader and a deputy must be named on the application so that the deputy can take over if the trip leader is unable to go on the trip. (If there is only a group leader named, the passport becomes invalid if the trip leader cannot travel).
- A copy of all passports should be scanned and uploaded to your trip details on EVOLVE. This is to ensure that you can access copy passports should any passports get lost/stolen. Any relevant UK medical cards issued (formerly EHIC), should be collected and logged, in the same way as passports.
- Passports and UK medical cards collected before the trip commences, must be stored in the school safe.

Educational Visits Procedure:



Educational Visits Policy



1. Visit Request - Concept Stage
2. Requestor to complete concept request form and provisional costings form, then send to Educational Visits Administrator (VA) for consideration by the Educational Visit Committee (EVC)
3. Whilst the committee meets half termly potential visits should be flagged up and agreed as far in advance as possible e.g. foreign visits, large groups etc. This will allow them to be put on a calendar so others can see them and not plan activities at the same time.
4. EVC to meet each half term. The committee members (VA, RMC, MFI,) will evaluate the educational reason for the visit, the venue choice, modes of transport, finance, Trip leader (TL) & staffing and discuss any potential risks.
5. Visit agreed – No –End of visit
6. Visit agreed – Yes. This may be only conditional agreement e.g. the principle is agreed but the TL still needs to revisit staffing or cover off a particular risk identified by the committee and report back before obtaining final sign-off to proceed.
7. VA will set-up the trip on EVOLVE. The VA will assist by obtaining 3 quotations for coaches, where applicable. Progress will be monitored by the VA.
8. Before any letters go to parents or bookings are made the EVC will submit a final costing form (template to be stored in EVOLVE) to the Finance Director (FD) for authorisation. N.B. Any contractual documents must be signed by the FD only. All monies must be collected at least four weeks before a visit or possibly further in advance (committee to define) when the school is paying monies to travel agents etc. OR the VA must agree a specific payment date for each visit with the organiser.
9. Once financial authorisation is received the TL can arrange for the letter to go out to parents. Template letters are stored in EVOLVE (curriculum and paid visits). Both have mandatory paragraphs that must not be removed. The TL will complete the letter and sign it and then pass it to the VA to check all clauses are unchanged and that spelling/grammar/dates etc. are correct. The VA will send the letters out.
10. The TL should ensure in the planning that deadlines for money in from parents takes into account when 3rd party invoices are due to be paid i.e. we shouldn't be paying invoices until we have the money in!
11. The TL must complete all relevant risk assessments to make them specific for the visit, sign them and send to VA and RRI. These must be shared with all staff visit assistants. VA will then upload to EVOLVE.
12. The VA must attach any other relevant paperwork e.g. training records, 3rd party Insurance information, 3rd party risk assessments, scanned passport details etc. to EVOLVE and share with staff visit assistants.
13. The VA will monitor the progress of the planning and the income on Parent Pay working to an agreed deadline when all stages should be complete. Any delays/issues will be flagged to the EVC as they occur.
14. The EVC will sign off when all paperwork is completed on EVOLVE and pass to the Head with a recommendation to agree.

Educational Visits Committee

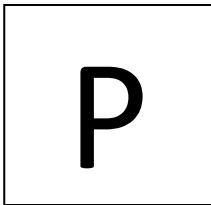
- To meet half monthly (1st Wednesday). VA to send out note to staff at least 2 weeks in advance of each meeting advising them of deadline for concept forms to be submitted. VA to publish/updates on School Visits Calendar for the year in advance so all staff can see well in advance what they need to work towards
- VA to book meetings and rooms.
- Purposes are:
- Review concept requests for all forthcoming visits taking into account their educational values and approval of venues, finances and risks.



Educational Visits Policy

P

- Review status of current planned visits to ensure all is proceeding correctly
- Review Visits Evaluation Forms to capture any learning for future visits.
- Approval of supporting members.



EDUCATIONAL VISIT – CONCEPT FORM

DATE of APPLICATION:

Please note no bookings are to be made until you receive full approval.

TRIP DESTINATION:	
PROPOSED DATE (S): Notice required: 8 working weeks' for -50 students. 10 x working weeks' 50+ students.	
REASON FOR TRIP AND INTENDED EDUCATIONAL OUTCOME:	
YEAR GROUPS INVOLVED:	
NUMBER of STUDENTS: Please attach a proposed student list	
STUDENTS WITH SEN AND WHAT REQUIREMENTS WILL BE NEEDED:	
% MALE / FEMALE STUDENT MIX: estimated	
PROPOSED TRIP LEADER:	
PROPOSED SUPPORTING STAFF: 1 staff to 20 students ratio minimum requirement	
TRANSPORT REQUIRED: tour company / coach / minibus / non required / Will a disability access coach be required?	
OVERNIGHT ACCOMODATION REQUIRED: yes or no	
ESTIMATED COSTS: entrance fees £ tickets £ coach travel £ lunch £ parking £ administration £	
TOTAL TRIP COST £:	
PROPOSED PARENTAL CHARGE £: via parent pay	

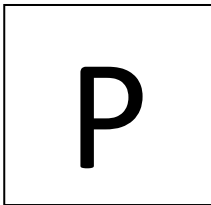
TRIP APPROVED RMC:

TRIP REJECTED RMC:

COMMENTS:



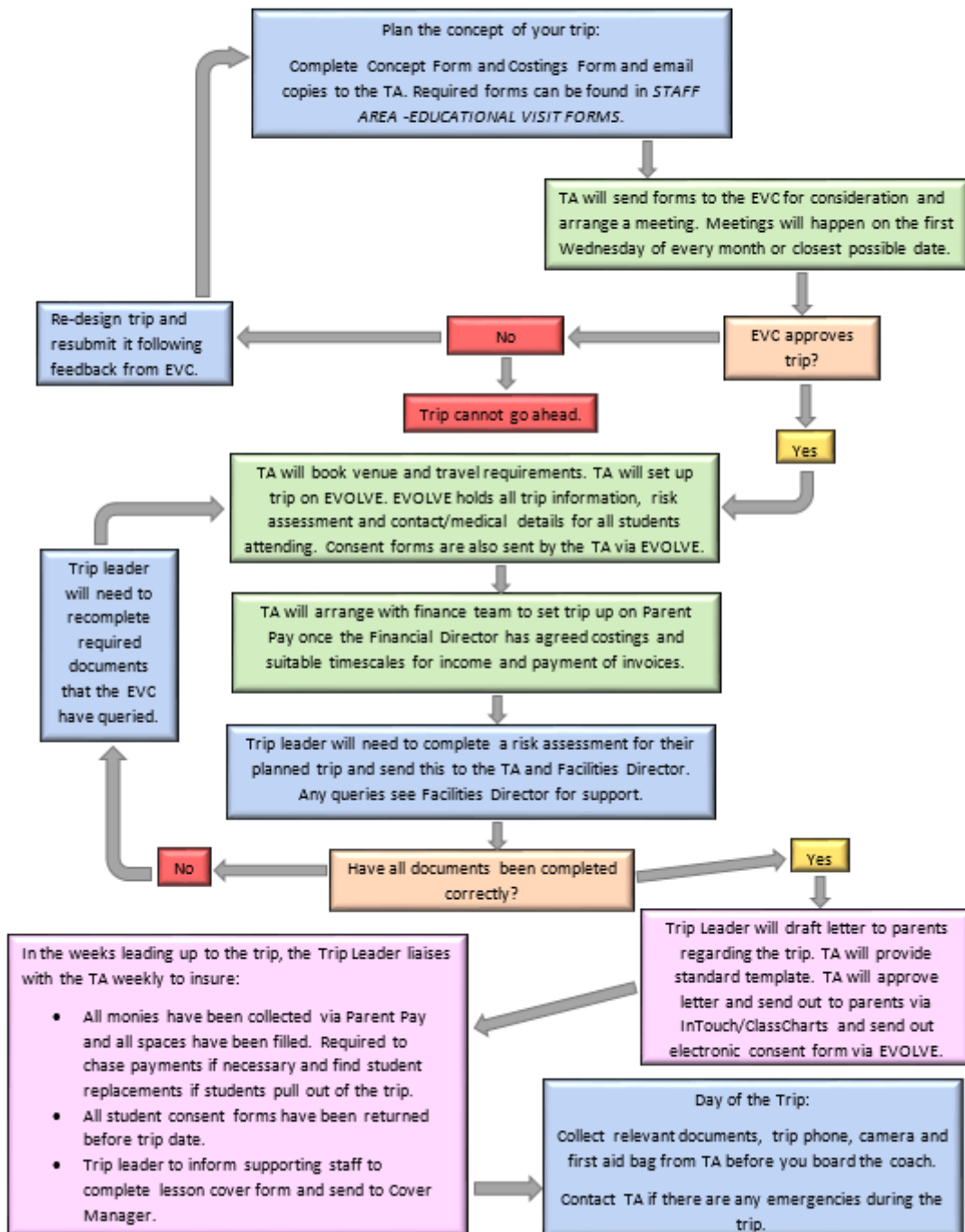
Educational Visits Policy



TA = Trip Administrator

EVC = Educational Visit Committee

Trip Leader's Flowchart





Educational Visits Policy

P

Visit Costing Form

Trip Title

Date of Trip

Trip Leader

Expenditure

		Enter data in this column	
Admission Costs			
Admission Cost per Student		0	
No. of Students			
Total Admission Costs		0	0
Transport			
coach hire	<input type="text"/>		0
or			
mini bus no. of miles	<input type="text"/>		0.00
Insurance (if applicable)			
no. of pupils	<input type="text"/>		0.00
no. of adults	<input type="text"/>		0.00
Staff Cover			
Please list staff			
<u>Name</u>	<u>Number of Lessons</u>		
David Smallman	<input type="text"/>		0
			0
			0
			0
			0
			0
Accommodation			
Please attach booking details from the tour company			
Entrance Fee	<input type="text"/>		0
Subtotal of Trip Cost			0
Parent Pay 1.29%			0
Total Trip Cost			0

Income

Pupil Contribution		
No. of Pupils	Cost/head	total cost
<input type="text"/>	<input type="text"/>	0
Other Income (please specify)		
Additional info:		
Total Income		£ 0

Please identify source of further funding if income does not cover costs of trip:-
 Total income must cover total trip costs. Income must not exceed expenditure by more than £100

Authorisation

Trip Leader

Finance Director

E.V.C

Head Teacher

Notes:- Mileage £0.45/mile. Insurance Pupils £0.15, Adults £1.00. Staff Cover £20/lesson.