

Educational Trips and Visits Policy	
Policy Ref:	Educ 024
Status	
Purpose	To support staff and protect children on Educational visits.
Committees	Staff and Pupil Wellbeing
Other linked policies	
Issue date	December 2017
Review Date	September 2020

Introduction

1. The Academy has a strong commitment to the added value of learning beyond the statutory Academy day and beyond the Academy premises.
2. The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the Academy:
 - Out of hours Clubs (music, drama, art, science, sport, homework etc.)
 - Academy teams
 - Regular nearby visits (libraries, shops, parks, place of worship)
 - Day visits for particular year groups (Zoo, seaside, farms)
 - Residential Visits
 - Overseas visits
 - Adventure Activities, which might be classed as higher risk.

Procedure

3. The Principal is the Education Visits Coordinator and the local governing body have approved this appointment. The LGB have delegated the consideration and approval of educational visits and other offsite activities to the EVC and has nominated the Chair of the Governing Body as signatory on behalf of the governing body.
4. Before a visit is advertised to parents the Principal must approve the initial plan. The Executive Principal will approve the completed plan and risk assessments for the visit at a later date.
5. An exploratory visit must be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.
6. Where external contractors are involved in organising all or part of the visit the contract will be made with the Academy on behalf of the pupils. All payments for the visit will be made through the Academy accounts.
7. Parents will be asked to sign a general consent form when their child enters the Academy. This covers participation in: out of hour's clubs, academy teams and nearby visits, residential visits and adventure activities. Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled.
8. Parents will be fully informed of the activities and arrangements for each visit and for all residential visits they will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

9. The Academy has separate policies for 'Charging and Remissions' and 'Diversity' which applies to all educational visits.

Staffing

10. The Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an Academy visit.
11. The EVC and group leaders must familiarise themselves with this policy.
12. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.
13. Where it is appropriate the Academy will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.
14. The Academy does not support additional people accompanying educational visits this may include family members accompanying visits if the SLT is not satisfied that there is an educational benefit for the students.
15. The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Emergency Procedures

16. The Academy will appoint a member of the SLT as the emergency contact for each visit. All major incidents should immediately be relayed to the Academy office, the office will relay the problem to the SLT, and especially those involving injury or that might attract media attention.
17. The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.
18. The Group Leader will take with them a copy of the Academy Critical Incidents Policy.
19. All incidents and accidents occurring on a visit will be reported back through the Academy reporting systems.
20. The Academy will have emergency funding available to support the Group Leader in an emergency.

Monitoring by governors

21. A termly summary of all visits and incidents on visits will be made to the Local Governing Body.
22. The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.

Group Leaders

23. Group leaders should be selected by the Principal and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

24. The Group Leader must ensure that:
25. The Academy policies and guidelines are followed.
26. All required paperwork is submitted to the Principal and EVC for approval before the visit goes ahead.
27. All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
28. They are suitably competent to instruct/supervise students in any planned activity.
29. They are familiar with the visit location and centre.
30. They understand child protection and safeguarding issues.
31. They allow sufficient time to undertake the planning and organisation of the trip.
32. They undertake and complete a comprehensive risk assessment.
33. They adequately brief colleagues, parents and students.
34. They obtain sufficient information about the students to assess their suitability for the visit and the planned activities.
35. That they ensure all accompanying staff are briefed on students' medical and special educational needs.
36. They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
37. They have sufficient competence and confidence to assess risks as they change throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
38. They have adequate emergency procedures in place that are known to all relevant parties.

Accompanying Staff and Volunteers must:

39. Follow the instructions of the group leader.
40. Help to maintain control and discipline.
41. Be prepared to stop any activity if they feel the risk to health and safety unacceptable.
42. Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
43. Inform the group leader if concerned about the health and safety of students during the visit.

Supervision

44. Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

Primary:

45. For local walks and visits to historical sites, museums, places of worship and other low risk venues:
46. One adult for every 3 pupils in Nursery
47. One adult for every 6 pupils Reception
48. One adult for every 8 pupils in Year 1 and 2
49. One adult for every 10 pupils in Year 3 and 4
50. One adult for every 15 pupils in Year 5 and 6
51. The group must be led by a teacher.
52. Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.
53. Volunteer Adults: At least half of the adults accompanying an educational visit should be staff based at the Academy (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.
54. Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

Risk Assessment

55. Common sense and a proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit.
56. The risk assessment should identify the following:
 - What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the group leader put the safety measures in place?
 - What steps will be taken in an emergency?
57. When planning an activity that involves caving, climbing, trekking, skiing or watersports school will check that the provider currently holds a licence as required by the Adventure Activities Licensing Regulations 2004. Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.
58. A copy should also be given to the Principal and the EVC responsible for approving the visit.
59. Risk assessment is not a one-off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Transport

60. When hiring buses and coaches it is essential that the company is reputable and licensed.
61. The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for Academy trips.
62. If parents' or teachers' private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints. Parents must provide specific permission for their child to be transported in a private vehicle.
63. If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

Minibus Transport

64. The Academy policy is that all Drivers of Academy minibuses above the specified weight limit must hold a D1 License (those who obtained a license before January 1997 will have one). All those who do not have a D1 license will be required to complete a D1 license test before being permitted to drive.
65. Drivers will only be permitted to drive a minibus without a D1 license if the following conditions are met:
 - The minibus weighs no more than 3.5 tonnes
 - The minibus has no more than 16 seats
 - The driver is over 21 years of age
 - The driver has been driving on a full license for more than 2 years
 - The driver is not specifically remunerated for driving through their contract of employment.
66. Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.
67. Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the maximum laden weight for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.
68. The use of a trailer greatly increases the maximum laden weight and is essential when transporting a full load of older students plus luggage.
69. LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER.

First Aid and Medical Needs

70. It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs.
71. A travel first aid kit should be carried and also details of any students with medical needs.

Insurance

72. The Academy may take out specific travel insurance. Parents can be asked to contribute to this.

Emergency Procedures

73. Despite good planning and organisation there may be accidents and emergencies that will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

74. Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.
75. Recommended Procedures:
- Establish the nature and extent of the emergency.
 - Make sure all other members of the party are accounted for and safe.
 - If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
 - Establish the names of the injured and call whichever emergency services are required.
 - Advise other party staff of the incident and that the emergency procedures are in operation.
 - Ensure that an adult from the party accompanies the injured child/children to hospital.
 - Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to academy.
 - Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for.
 - Control access to phones until contact is made with the Principal emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved.
 - Give full details of the incident to the Principal or designated contact:
 - Name;
 - Nature, date and time of incident;
 - Location of incident;
 - Details of injuries;
 - Names and telephone numbers of those involved;
 - Action taken so far;
 - Telephone number for further contact.
76. For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.
77. The Principal or designated senior staff member should alert the Trust CEO at Head Office giving details as above. The Trust may identify further actions or help required (which might include financial assistance). Alternative and additional phone lines may need to be identified at an early stage.
78. The Principal or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident the Principal or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the Chairman of Governors, the Trust and parents.
79. If it is necessary to talk to the media, the Trust Office will do this initially. A member of the Press Office staff will be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.
80. The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
81. Legal liability should not be discussed or admitted.

82. All accident forms should be completed as soon as possible and Insurers, the Health and Safety Executive and the Trust should be informed as appropriate.

RISK ASSESSMENT

83. The following are the 10 key points to consider when preparing a risk assessment:

1. What are the main objectives of the visit?
2. What is "Plan B" if the main objectives can't be achieved?
3. What could go wrong? Does the risk assessment cover:
 - The main activity
 - "Plan B"
 - Travel arrangements
 - Emergency procedures
 - Staff numbers, gender and skill mixes
 - Generic and site-specific hazards and risks (including for Plan B)
 - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points).
4. What information will be provided for parents?
5. What consents will be sought?
6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit?