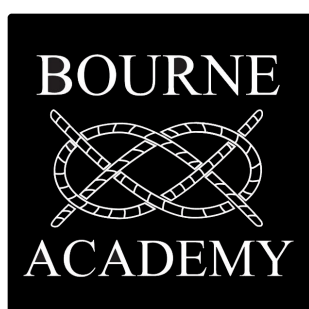


**SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY & SPALDING ACADEMY**

**EDUCATIONAL
TRIPS & VISITS POLICY**

Aspire - Challenge – Achieve

Author	SLT Line Link	Date Approved
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Introduction

An educational trip or visit has enormous potential for enriching the Trust curriculum and, in some cases, it is an essential requirement of examination courses. Such enterprises, though demanding, can be enjoyable experiences for both students and staff. Thousands of students go on Trust trips and visits every year, the vast majority safely and without incident. However, we are all aware that very occasionally things can and do go wrong. It is therefore very important that all trips and visits are properly planned and organised and that all staff involved with Trust trips and visits take all reasonable steps to ensure that risks are minimised. This policy has been written with regard to the Health and Safety Executive 'Trust trips and outdoor learning activities', June 2011 and the Department for Education 'Health and Safety on school trips 2018'. Essentially this document summarises the existing health and safety law relevant to Trusts and how it affects governing bodies, head teachers and other staff.

Definition

For the purpose of this policy, a Trust trip or visit is defined as any occasion when a student or group of students are away from the Trust site, undertaking a Trust activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word 'trip' will largely be used throughout this policy but where this occurs, please understand 'trip and/or visit', as appropriate.

This policy pays attention to the following guidance:

- children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- it is important that children learn to understand and manage the risks that are a normal part of life;
- common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively.

There is no longer any requirement by law for Trusts to have an EVC. However, the Trust has two EVCs, currently Helen Lewis and Alex Roffe. They can give advice about all aspects of Trust trips and visits. They have copies of relevant documentation from the DCSF and other agencies. Staff are asked to consult as fully as possible with the EVC before, during, and after a Trust trip or visit

The EVC **must** therefore be notified of all occasions when a student or group of students leave the Trust premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location. This forms a key part of the duty of care we owe to students. It is not easy to give a definitive list of such trips but examples include trips to museums, galleries and theatres, trips to educational conferences, residential trips such as skiing holidays, and all sports fixtures and sports tours. If staff are in doubt about the nature of a trip or visit then they should seek the advice of the EVC.

All staff must complete a number of forms including the Permission to Plan Form and appropriate Risk Assessments forms before they take a trip. Written permission must be obtained from the Parents/Carer of all pupils that leave a Trust site.

Staff must not spend any money or inform students or parents that a trip or visit is going ahead until it has been formally approved.

Planning and Preparation

The Timing of Trips and Visits

It is essential to the smooth running of the rest of the Trust that Trust trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind.

Departments are strongly encouraged to plan their pattern of trips and visits for the coming academic year as early as they can. This allows clashes to be kept to a minimum. Trips and visits planned well in advance must be included in the termly Trust calendar but inclusion in the calendar does not guarantee a trip can take place. Events listed in the Trust calendar take priority over non-calendared events. The earlier a trip is planned, the more likely it is to be approved. If two events clash then the Deputy Headteacher will resolve the matter.

Students should rarely miss lessons. While it is often easy to justify a trip from the benefit to one's own subject, lessons missed in other subjects need to be considered. Obviously, there will be times when it is impossible to avoid taking students out during lesson time, but full consideration must be made of alternative times before making such a decision.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, residential trips should take place during Trust holidays to avoid a loss of teaching time.

SPECIAL EDUCATIONAL NEEDS

All pupils at the Trust should be encouraged to go on Trust trips.

If there are pupils with SEN ask yourself:

- Can the activity/visit be adapted to enable them to participate at a suitable level?
- Will additional supervision be necessary?

Informing Other People

It is essential that all people concerned with the trip are fully informed at appropriate times. Once the planning has been completed and the trip has been approved, the full details of the trip must be prepared. These details, together with copies of letters for parents, must be submitted to the EVC before being sent out. The financial form needs to be completed and approved before the parents/carers are asked to contribute any money. Overseas trips will need to be discussed with the finance office for a payment plan to be put in place. Any letters must be forwarded to the finance office for finance information to be added and to be proof read by appropriate school proof-reader. The trip leader will be notified when the letter is approved for emailing out via ParentMail.

Communicating with parents

Parents must be informed in writing about all trips. *For day trips requiring payment, this will normally be a minimum of 6 weeks before the trip and for residential trips which will be more expensive it will be normally be 12 weeks before the trip. Expensive trips abroad should be set up about 22 months in advance.*

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided. They must be fully informed as to the nature of the trip, with a clear indication if the students may be unaccompanied while away with the Trust. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the trip.

For longer trips, particularly those overseas, it is necessary to hold a Parents' Information Evening a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and students is also strongly advised.

Informing the Trust

The Trust must also know all the relevant details for a trip. The Trust Permission to Plan Form **must** be completed in full and given to the EVC, well in advance of the departure date. For day trips this should be at least six weeks before the trip departs. The notice period for residential trips should be based on the overall cost. Parents should not be expected to save more than £100 per month prior to the final payment. (e.g. Trip - £900 = 9 months' notice prior to final payment date + 3 months to the trip departure). The finance form needs to be completed at the same time. After permission has been given the Trips and Visits procedure needs to be followed. The trip leader **must** ensure that he/she is in possession of all parental consent forms and all contact number details throughout the trip. This information needs to be passed to the Home Contacts.

The Cost of Trust Trips

Staff must think carefully about the cost of a Trust trip. Some parents have financial constraints and it must not be assumed that all parents can simply pay. Costs should be kept to a minimum and parents must be given the chance to decline a trip on financial grounds.

Where the parent of a student is in receipt of Free School Meals any discount to be applied for curriculum essential trips will be decided by Kath Kilby prior to any trip being authorised.

The Board of Directors may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Directors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Headteacher will authorise remission in consultation with the Chair of Directors.

Money left over at the end of the trip cannot be carried forward to the next financial year or to a future trip. Any balance will be actioned in accordance with the SLAT Finance Handbook, which can be found in the policies area of the staff shared area.

Parents must be made aware that by signing to give permission for their Child to go on a trip and by paying the deposit they are signing to say they are liable for any cost incurred by the Trust even if the Child is unable to go on the trip. If the absence is due to a medical condition or accident an insurance claim will be made to try and recover any money paid above the deposit.

Existing Medical Conditions

If a student has an existing medical condition at the time of booking the trip the school has to be informed of the condition as a matter of urgency. Failure to inform the school of medical conditions may result in the student being unable to go on the trip and money will not be refunded or a child been required to be picked up from a trip at the parent's expense. Parents should always notify the school of any change to medical conditions.

Supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays).

There are no exact ratios for Trust trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover.

The table below acts as an indication to the ratios expected and any variation from this is to be agreed with the EVC.

Category A visits	Key Stage 3+	2:35, 1: 15 thereafter
All visits abroad	Key Stage 3+	2:15 1:8 thereafter, minimum of 3 staff

Adults that are one to one with a student are not to be included. A member of staff includes appropriate TAs and support staff as agreed with the Executive Headteacher / EVC. All adults on a trip need to be DBS checked.

Risk Assessments

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

It is not a legal requirement to complete a risk assessment for every activity or trip. Some activities such as mountaineering, canoeing and sailing, involve higher levels of risk. In these cases an assessment of significant risks should be carried out. The Trust must ensure that the person assessing the risk understands the risks and is familiar with the activity planned. Trust employers should take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place.

While every trip will have its own particular risks that must be assessed using the forms provided, research has shown that the following are the most commonly found dangers, so are worthy of particular consideration when doing a risk assessment for any trip away from Trust.

For trips that will involve outdoor or adventurous activities or indeed residential trips, staff are reminded to request copies of risk assessments from the service provider well in advance of the trip and to make reference to these in their own risk assessments.

All risk assessments must be signed off by Helen Lewis or Alex Roffe prior to any trip departure.

EXAMPLE HAZARDS, RISKS & CONTROL MEASURES – *this is not a risk assessment*

Hazard	Risk	Control measures
Separation from the party	Getting lost	Regular head count, small groups.
Leaving party member behind	Risk of assault or abduction	Check numbers before every departure.
Road crossing	Being hit by vehicle	All groups to line up parallel with kerb and cross as one. Ensure good sight line. Staff to arrive first at kerbside.
Road traffic	Falling off path into traffic	Keep buffer zone between group and kerb.
Sun	Sunburn	Hat, sun block, parental letter, supervised use.
Heat	Heat stroke or dehydration	Pre-visit and establish access to shaded area. Plentiful supply of liquids.
Trains	Falling into the path of a vehicle	Keep buffer zone between group and train.

TRANSPORT

- Get quotes from the transport companies and then forward paperwork to the finance office to raise Purchase Order. The finance office will inform the Trip leader it is okay to book with the company and provide the Purchase Order number. Only reputable firms may be used: drivers must be qualified and vehicles properly maintained. A LEV13 form should be completed by all transport providers.
- If travelling in a Trust minibus, read the guidelines on use of minibuses.
- Group leaders are responsible for organizing head counts at every point of embarkation and for supervising safety at stops (e.g. traffic at motorway services).
- Group leaders are also responsible for ensuring that seat belts are worn.

Reconnaissance Visits

If possible an exploratory visit should be made by a teacher before any trip is undertaken. A key factor in reducing risk is knowledge of the place to be visited. Whilst such visits may not always be practical, staff should make every effort to consider such an undertaking.

A member of staff who is to lead a group abroad, on a residential visit or on an outdoor activity should make a special effort to carry out a reconnaissance visit. If this is not possible then a minimum measure would be to obtain specific information by letter from the venue and from reputable organisations who can provide such information.

It is important to remember that places such as outdoor pursuits centres, leisure centres, museums, theatres, etc., have to carry out their own risk assessments for the facilities they provide. If copies of these are obtained by members of staff then this will reduce the burden of the risk assessment process.

Factors to Consider in Planning a Trip

The following list is not exhaustive, but it tries to summarise what needs to be done during the planning and organisation of a trip. The list also gives further ideas about areas for risk assessment.

- Facilities/equipment the group will need to take
- Facilities/equipment provided at the venue
- Staff training needs
- Transport arrangements, including meeting arrangements for trips which leave before the start of morning Trust and collection arrangements for trips which return after the end of normal Trust
- Communication arrangements
- Supervision ratio
- Contingency plans for enforced changes of plans or late return
- Information to parents
- Information to Trust
- Preparing students
- Arrangements for sending students home early
- Emergency arrangements

Emergency Procedures

Teachers in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a Trust visit. If an emergency happens the priorities are to:

Assess the situation

- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies.

- Establish nature and extent of the emergency.

- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Executive Headteacher, Deputy Headteacher or EVC and until they have had time to contact those directly involved. Pass full details of the incident (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 numbers for future communication identify alternate telephone numbers in case telephone lines become jammed).
- The Trust will arrange to contact the parents of those involved. In serious incidents the Trusts Business Continuity Plan will be followed.
 - Inform parents of any delays that will be necessitated.

Additional Procedures for Visits Overseas

Prior to the visit the tour leader should obtain and take with them:

- Passports (where appropriate), some of our students do not have British passports and arrangements need to be clarified early on with Parents
- European Health Insurance Card/UK Global Health Insurance Card (where appropriate) and significant medical histories.
- Details of insurance arrangements and the company's telephone number.
- Location of local hospital/medical services.

In the case of an emergency the framework outlined above should operate

After the Trip

The trip leader must inform the EVC (or whoever has been delegated as the Trust contact) that the party has returned safely and ensure that all the students are safely collected by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a Trust trip, the EVC must be informed as soon as possible after the trip returns to Trust so that appropriate follow up action can be taken quickly.

Additional Guidelines

6th Form Trips – Making own way to and from venue

Staff organising trips for 6th Form who make their own way to and/or from a venue must state this fact to parents in writing stating that pupils will not be supervised when they are travelling. Parents need to accept responsibility for the pupils at this time by signing correspondence to that effect. At no point should a member of staff suggest on 6th Form student take another.

TRANSPORT OF CHILDREN IN A CAR/MINI-BUS BY A MEMBER OF STAFF

It is an acknowledged practice that teachers, from time to time, transport students in their cars to various external events. However, before doing so staff must seek permission from the Executive Head teacher or EVC, together with written permission from the child's parents. Staff should refer closely to the Trust's Safeguarding and Child Protection Policy to ensure that they are not putting themselves or the student at risk of harm or of allegations of risk of harm to a student.

Before a member of staff uses his/her car for transport of children in connection with a Trust activity for the first time such action should be discussed with the teacher's insurers. Clarification **must** be sought that the cover is wide enough to embrace the use of the vehicle in connection with the teacher's/employer's business and the transport of students. Should the answer be in the negative then **under no circumstances** must the vehicle be used to transport children on behalf of the Trust and the matter should immediately be referred to the Director of Finance.

Trip Approval

All trips will be approved by the Executive Head teacher or their nominated representative via the signing of the 'Permission to Plan Form'.

The EVC will also sign all of these forms.

Trips abroad will be signed off by the Executive Head Teacher and reported to the Governors.