



OFF SITE VISITS POLICY

PHASE	JUNIOR & SECONDARY
POLICY LEAD	DOMINIC CURRAN (AA PRINCIPAL)
DATE OF APPROVAL BY TRUSTEES	JULY 2021
DATE OF RECEIPT BY LOCAL GOVERNING BODY	JULY 2021
FREQUENCY DATE	EVERY TWO YEARS
NEXT REVIEW DATE	JUNE 2023

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Guidance for School Trips/Educational Visits Policy

Off-site trips/visits are an extremely valuable aspect of the education we offer. In planning and running trips/visits we should be aware that the law expects of teachers a high standard of care. Thorough planning is an essential ingredient of a safe and successful trip and is the responsibility of the group leader. These guidelines, the Trips Form and Risk Assessment are all designed to help the planning process. Obviously, the extent of planning will depend upon the complexity of the visit in question. Not all the guidelines given below are relevant to every trip. If you have any doubt as to which of the procedures are appropriate to your trip, please discuss it in the first instance with the Principal or Education Visits Coordinator/Business Manager, as appropriate.

APPROVAL

Applications for proposed visits should come from the Principal/Head of Faculty/Head of Department. The EVC/Business Manager then liaises with the Principal.

A Trips Form and a Risk Assessment must be completed for all trips leaving the school site (using the Evolve system where this is applicable) except visits which are routine and integral to the curriculum such as sports matches. Where trips are residential, forms should be submitted no later than 5 months before the departure date of the trip and should have secured Principal/Governor approval. Where a trip involves overseas travel, forms should be submitted at least 6 months prior.

Forms are kept by the Educational Visit Coordinator/Business Manager.

In order to ensure a balanced offer for students, avoid clashes and appropriate staffing, most trips should be applied by the end of the preceding academic year so that they can be placed on the school calendar. Completed forms should be returned at least three weeks before the proposed trip - day trips in the U.K.

COSTING

- The costing for the visit will be calculated by the Education Visits Coordinator. Contingency will be built into the costing (usually around £1.50 per student for day visits and £5.00 for UK residential visits).
- All companies used must be ABTA/ATOL guaranteed and only coach companies with DBS checks will be used.
- The Education Visits coordinator/Business Manager will arrange payment schedules which will be staged where appropriate.
- In cases of difficulty individual payment schedules will be arranged.

RISK ASSESSMENT

You should regard a risk assessment as routine procedure in your planning of a trip out of school. It is a legal requirement to make a risk assessment before

undertaking a trip away from school (The management of Health and Safety at Work regulations 1992).

A risk assessment has three objectives:

1. Potential safety problems are identified and understood.
 2. Checking that existing control measures (i.e. the school's standards procedures) are adequate.
 3. If they are not, to identify what additional measures would reduce the risks.
- The degree of detail and complexity in a risk assessment will depend on the nature of the group/venue/activity.
 - Students on an Individual Health Care Plan will need a separate risk assessment. Students with Special Educational Needs or Disability may need a separate risk assessment – Inclusion staff will advise.
 - Risk assessment is an on-going business and should continue throughout the trip as the group leader and staff respond to situations and incidents during the course of the visit.

For many trips, following these will be sufficient to ensure a well-planned and safe trip. For more complex trips, residential trips, and any involving potentially hazardous activities, a risk assessment must show that the broader risks have been understood and measures have been implemented to reduce them. Risk assessments will be checked by the Principal/Vice Principal. The Principal will ask a Governor to examine the Risk Assessment of foreign residential visits.

INFORMING PARENTS

- Parental consent is an essential pre-requisite of taking students off campus site.
- A letter to parents will outline:
 - Purpose of the visit
 - Venue/itinerary
 - Type of activity, including explanation of any “risk activity”
 - Date(s)
 - Time of departure and return, including arrangements for pick-up
 - Transport
 - Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing and footwear, etc.
 - Any documentation, passports, finances needed.
 - Costs and method of payments
 - Staffing and supervision if appropriate at this stage.
 - Code of conduct expected
 - Contact telephone numbers (if other than school)
 - Contact address (if appropriate)

The Educational Visit Coordinator will insert a paragraph concerning the statutory regulations about payment into the letter.

For residential visits, it will be necessary to add the following information:

1. Accommodation (including information about the security and supervisory arrangements)
2. Insurance cover provided or needing to be purchased by parents.
3. In the case of major trip (e.g. exchanges, a tour abroad, any extended residential trip, or an adventure trip) parents should be invited to a meeting at which arrangements can be discussed in detail and parent may ask questions.

PARENTAL CONSENT

- Written parental/carer consent is required for all visits.
- For adventurous activities and remote supervision parents must be briefed carefully and thoroughly in the introductory letter and parents'/carers' meeting.
- On residential trips parents/carers should be asked to give their consent for emergency medical treatment.
- Where there is a specific IHCP a parental interview should be undertaken and measures put in place so that the relevant expertise and medication is included in the planning.

The consent form is also a good opportunity to gather:

- Medical information about the pupil/student.
- Parents' emergency contact details.

STAFF PUPIL RATIOS

The recommended ratio for one-day visit is at least one adult for every 6 pupils in Y1 – Y3 (with a higher ratio for Under 5's). 1 adult to 10 pupils in Y4 – Y6, 1 adult to 15 – 20 in Y7 upwards (with a larger ratio for over 16's) and 1 adult to 10 for any visit abroad.

Ratios may need to be more favourable under certain circumstances. Factors to take into consideration are:

- Age, gender and ability of the group.
- Students with special educational or disability.
- Behaviour of students.
- Experience of staff.
- Nature of activities.
- Duration and nature of journey.
- Type of accommodation.

- First Aid cover

There must be enough staff to cope effectively with an emergency.

On all residential trips there must always be at least two members of staff and on mixed trips away overnight at least one member of staff of each sex. A rule of thumb on foreign residential trips is one teacher to 10 students.

Students on the SEND register will require additional support and staffing should take account of this. The leader must work closely with Inclusion staff.

STAFFING AND SUPERVISION

- There must be a designated group leader. A deputy should also be nominated.

The group leader is responsible for:

- Planning and preparation (as specified in this document), including risk assessment.
 - Briefing pupils/students and staff.
 - Supervision and conduct of the visit/trip.
 - Welfare and safety of pupils/students and staff.
 - Operating emergency procedures where necessary.
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- There must be a clear line of responsibility, ensuring that all adults and pupils/students on the trip know and accept who is the leader, deputy and so on.
 - Staff must be suitably experienced, competent and, where relevant to the activity, qualified. Group leaders should be aware of their own levels of competence, take advice from experts if necessary, and identify the skills and experience of other members of staff and plan to accommodate these.
 - Supervising adults should be well briefed by the group leader and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual pupil/students.
 - Expert staff (at outdoor centres, for example), may be of great assistance, and may, indeed be essential, but the ultimate responsibility for the welfare of your pupils/students remains with the group leader/academy staff.
 - Whatever is planned must be within the capability of the pupils and, where physical activity is involved, training may need to be part of the preparation. Forethought, care, and a prudent concern for the safety and welfare of all involved will ensure both success and peace of mind.

PREPARING PUPILS / STUDENTS

- Students should be carefully briefed before a visit, especially in matters of conduct and safety.
- Students should understand:
 - Aims and objectives of the visit/activity.
 - Background information about the place to be visited.
 - Relevant foreign culture/customs.
 - How to avoid specific dangers.
 - Safety precautions.
 - Standards of behaviour expected.
 - Rules about ringing home (how to avoid causing concern or confusion at home) and the transfer of photographs
 - Emergency procedures.
 - Rendezvous procedures.
 - What to do if separated from the group.
 - Items banned from being brought on the trip and from purchased during the trip.
 - Staff roles.

STANDARDS, EXPECTATIONS AND SAFETY

- Make sure that your requirements are clearly explained, and thoroughly understood by all (supervising adults and pupils) before the trip.
- Make it clear where you devolve responsibility (e.g. to an instructor), ensure that the pupils/students know that the instructor is to be obeyed whilst they are in his care.
- For some trips, it may be necessary to produce a written code to be given to each member of the party covering, for example, some of the following:
 - Daily timetable or itinerary.
 - Sleeping arrangements (keep a list to hand).
 - Rules on segregation of sexes.
 - Lights out/morning routine.
 - Room tidying and checks.
 - Items not to be carried or taken on the trip.
 - Standards and type of dress.
 - Personal hygiene.
 - Arrangements for free time.
 - Catering.
 - Emergency procedures, such as fire drill (precautions should be checked on arrival).
 - General standards of behaviour/punctuality/meeting points (e.g. on ferries).
 - Respect for hotel staff, drivers, instructors, other guests.

- Safety precautions (sun cream/clothing on ski trips, for example)
- Security of all personal belongings, valuables and passport.
- Be at pains to stress the danger inherent in visiting a country where the traffic drives on the right.

SECURITY

- Regular headcounts are essential, particularly before leaving a venue, on boarding transport, at mealtimes and bedtimes.
- On any walk, there must be an adult at the front to lead and adults at the back to supervise. Road crossings must be supervised wherever possible.
- It is helpful for students to be easily identifiable (e.g. by wearing uniform) especially in crowded urban areas and for younger children.
- Rendezvous points should be established and children should be briefed on what to do if they become separated from the main group.
- On residential visits, all supervising adults should carry the address/phone number of the accommodation and the medical forms for students in their direct care when away from the residential centre.
- Students should be well prepared for remote supervision:
 - Telephone number and emergency contacts if lost.
 - Money.
 - Maps and plans.
 - Knowledge of how to summon help.
 - Knowledge of out of bounds areas/activities.
 - Rendezvous point.
- In advance of the residential visits group leaders should do their best to follow these guidelines:
 - To secure a floor plan of rooms.
 - Where possible rooms should be grouped together with staff rooms adjacent, the immediate area being exclusively for the group's use if possible.
 - If possible pupils/students should not be on ground floor rooms, especially girls.
 - Male and female sleeping/bathroom facilities should be separate.
 - Pupils' doors should have locks but teachers must have access.
 - Balconies, windows and electrical connections should be safe.
 - To secure assurances from the accommodation manager that all his staff have been checked as suitable to work with young people. Most of this will be covered by the EVC/Business Manager who will seek get a Form C filled in.
 - To ascertain whether security arrangements are in place if there is no 24-hour reception.
- On arrival, there should be a briefing to explain the layout of the accommodation, its fire precautions and exits, its routines and regulations. There should be a fire drill.

MEDICAL

- The EVC/Business Manager will compile medical information for the trip. It is the responsibility of the trip organiser to ensure that all responsible adults in the party have appropriate knowledge of any conditions, allergies etc. of students in their care and that the medical forms, with emergency contact are with the party at all times. They should not be left in the residential centre during days out.
- Students with IHCPs demand special consideration and a conversation with parents prior to the trip is needed.
- It is the responsibility of the Leader of the trip to ensure that safe provision is made for the keeping of medication. A record should be kept (date, time, name of medicine, dose) of the administration of any medication.
- There must be at least one member of staff who has undergone the academy First Aid training on each trip. There should be one trained EpiPen administrator if any student on the trip has that requirement.

EMERGENCY PROCEDURES

During any residential visit, a Senior member of staff will have a pack containing a designated mobile phone and full details of the party. It is the responsibility of the Leader and deputy leader of the party to have the number and name of this colleague and to contact them as soon as possible if a problem or emergency occurs.

The following checklist details provide guidance in the event of an emergency.

- Establish the nature and extent of the emergency as quickly as possible
- Secure medical assistance where necessary – ensure a member of staff accompanies casualties to hospital, with relevant medical forms. On foreign residential visits the first number to ring is the emergency medical number on the insurance form – they will coordinate assistance procurement.
- Ensure that all the group are safe, kept together and supervised.
- Establish contact with the academy link and notify them of nature, date, time, location, names and details of injuries of casualties, names of others involved, details of staff deployment and actions undertaken or about to be undertaken.
- Notify as appropriate police, British Consulate/Embassy, insurers and tour operators.
- Deploy a colleague to record facts, evidence, witness details, events, times, contacts and decisions made and photographic evidence.
- If possible, embargo social media. Do not deal directly with parents until contact has been made with the academy. All media enquiries should be directed to the academy – do not talk to the media otherwise.
- Do not discuss legal liability with other parties.

- Do not deal directly with parents until this has been cleared at the academy. The academy will act as a link between the parents and the group.

TRANSPORT

- The use of the ACET minibus is dependent upon the driver having passed the Midas minibus test and is therefore fully trained in safety procedures and guidelines
- The minibus check should be carried out before the journey and any defects brought to the notice of the EVC/Business Manager.
- All transport will be booked through the EVC/Business Manager
- Group leaders are responsible for ensuring that there is a system in place for head counts at every point of embarkation, supervising safety at stops (e.g. motorway services) and that seat belts are worn.
- Supervising adults should sit amongst students on buses and trains. On ferries students should be clearly briefed on the extent of their freedom to roam, rendezvous points and times and discipline and emergency procedures.
- In the event of a late return, phone the academy Leadership contact for that residential or the academy for day visits giving an estimated time of arrival.
- On arrival back at the academy, wait until all students have been collected by their Parents/Carers.
- If you have to leave a vehicle on the school site outside normal hours, make sure that the site staff are aware and that the vehicle registration number has been left with Premises staff.

FINANCIAL MATTERS

- All payments will be made by parents/carers to Admin staff via reception according to a pre-arranged schedule. Colleagues do not collect money. Foreign residential visits will normally require a preparation period of at least 18 months in order to keep Parent/Carer monthly contributions to a minimum.
- Ensure that spending from contingency/travel cash is fully receipted.

ELECTRONIC MEDIA

- There should be a clear strategy for the use of electronic media on the trip, especially for residential visits, and this should be made clear to both parents and students. A clear protocol for phoning home should be established to avoid incidences of parents being caused unnecessary anguish over minor ailments, relationship problems and issues concerning the venue.
- The academy cannot take responsibility for the loss or damage of personal electronic equipment.
- It should be noted that the uploading of photographs of other students on to social media websites is not allowed whilst on a trip.

SCHOOL VISIT CHECKLIST

Day Visit.

Before the visit:

- Faculty, Educational Visit Coordinator & Leadership Team approval granted
- Staffing approved
- Risk assessment prepared and pre-visit arranged where appropriate
- Parental letter sent and consent collected.
- Inclusion staff consulted and extra staffing agreed where appropriate.
- Where appropriate, year group leader informed and 'groupings' discussed.
- HOFs/HODs informed of students going and dates.
- Parents/Carers of students with IHCP consulted.
- Kitchen staff informed and Free School Meals arranged
- Visit staff briefed and roles confirmed.
- For trips that have out of hours departure and return times make sure that the premises staff are fully briefed so that access can be arranged and security staff briefed.

On the day:

- Collect Medical Forms, Registration Lists, First aid kits, mobile phones, Free School Meals
- Take register and return to Admin 1 or reception before departure.

Residential UK;

- Faculty, Educational Visit Coordinator/Business Manager and Principal/Vice Principal approval granted
- Risk assessment prepared and checked and pre-visit carried out
- Staffing approved
- Accommodation checked
- Pupils/students fully briefed
- Parental letter sent and consent collected. Parental meeting held in line with guideline recommendations, including itinerary
- File containing copy of letters confirming accommodation arrangements, booking forms, confirmation invoices, medical forms, contact details, details of location of local hospital/medical services
- Inclusion consulted and extra staffing agreed where appropriate.
- If appropriate, year group leaders informed and 'groupings' discussed.
- Where appropriate HOFs informed of students going and dates.
- Parents/Carers of students with IHCP consulted and where appropriate parents/carers of students with SEND consulted on an individual basis.
- Kitchen staff informed and Free School Meals arranged
- Visit staff briefed and roles confirmed.

Residential abroad (all where appropriate)

- Faculty, Educational Visit Coordinator/Business Manager, Principal/Vice Principal and Governor approval granted
- Payment schedule agreed
- Risk assessment prepared and pre-visit carried out
- Staffing approved
- Accommodation checked
- Students fully briefed
- Parental letter sent and consent collected. Parental meeting held in line with guideline recommendations, including itinerary
- File containing copy of letters confirming accommodation arrangements, booking forms, confirmation invoices, medical forms, contact details, details of location of local hospital/medical services, recent photo of all members of the party, copy of visit guideline for emergency procedures. Copy of passports, visas, tickets.
- Travel tickets, visas, passports checked
- Medical protection secured and inoculation certificate checked
- Inclusion consulted and extra staffing agreed where appropriate.
- Where appropriate, year group leader informed and 'groupings' discussed.
- HOFs/HODs informed of students going and dates as appropriate.
- Parents/Carers of students with IHCP consulted.
- Visit staff briefed and roles confirmed.