



Springwell  
Leeds

# **Educational Visits and Trips Policy**

**January 2018**

# **Springwell Leeds Academy**

## **Policy for Educational Visits and off-site trips**

### **1. Introduction**

We recognise the value of off-site visits to children and young people as enrichment to their educational experience, their curriculum learning and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers. We believe all off-site visits serve an educational purpose, enhancing and enriching our children's learning experiences.

Proposals for visits will make clear the aims and objectives of the visit and how it links to the school's curriculum aims. The planning checklist will be used to provide assurance that each visit is suitably planned and Risk Assessed by key staff.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times.

### **2. Responsibility for Educational Visits**

Organisation Responsibility for educational visits rests with the Executive Principal, Associate Principal, and the Governing Body. The respective roles of each are outlined below:

#### a) Governing Body

To ensure that a fit for purpose policy is in place and that this policy is appropriately reviewed and updated to reflect best practice and changes in legislation.

#### b) Executive Principal

To ensure that policy is consistently applied and that sufficient resource is allocated to allow for appropriate training and development to take place for staff to implement the policy effectively.

#### c) Associate Principal

The Associate Principal on each site, will be responsible for ensuring that school trips from that site are planned, organised, undertaken, controlled, monitored and reviewed. The Associate Principal will agree, with the named EVC, the duties delegated to the EVC. The Associate Principal will authorise all visits.

#### d) Educational Visits Co-ordinator (EVC)

Each site has designated Educational Visits Co-ordinators who support staff in their completion of Educational Visits Risk Assessments. The EVC will undertake duties as agreed between them and the Associate Principal. The EVC will be fully conversant with guidance for Educational Visits.

#### e) Visit Leader

The Visit Leader named for each visit will have overall responsibility for the visit during preparation for and whilst it is underway. The Group Leader will liaise with the EVC throughout the planning and preparation of their trip and ensure:-

- that the visit is planned and recorded on the “Evolve” system
- that the planning checklist is completed (appendix 1)
- that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place
- that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place
- that details of children and staff leaving site are left with the school office on departure and collected on return (appendix 2)

The Visit Leader will review their trip and provide details of their review to the EVC. The Visit Leader will maintain an active communication with school and will contact school in the event of any extraordinary event or incident which occurs.

#### f) Staff Supervising Visits

The Visit Leader will ensure that all staff participating in visits are briefed fully as to the itinerary, their role, their responsibilities and any risk assessments, risk control procedures.

It is important that staff supervising visits have prior knowledge of the students taking part and understand their needs. This should include knowledge of their Personal Behaviour Plans.

- All staff participating in the visit will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the visit has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- Staff will feedback information to the Group Leader to enable a full review of the trip to be completed.

### 3. Authorising Visits

The Associate Principal will ensure an appropriately qualified and experienced visit leader is to be responsible for running the activity. This will usually be a teacher, HLTA or Care Team Leader, Parent Support Advisor employed at the school. Associate Principal will approve all visits undertaken by the school. In relation to activity involving a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Associate Principal will seek the approval of the Governing body before permitting the activity to take place.

The school's Educational Visits Coordinator will be involved in the planning and management of offsite visits. They will:

- ensure that risk assessments are completed;
- support the Associate Principal and governing body in their decisions on approval;
- assign competent staff to lead and supervise trips;
- ensure that all necessary permissions and medical forms are obtained;
- maintain records of visits, and ensure that there are regular generic assessments of the risks (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility).

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Associate Principal before any commitment is made on behalf of the Academy.

#### **4. Inclusion**

It is our policy that **all** children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

#### **5. Risk assessment**

An Evolve form must be completed for every educational visit and off-site trip from Springwell Leeds Academy.

Evolve provides many prepopulated risk assessments for common activities and destinations in the area, which should be utilised to support the planning and risk assessment process.

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed 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?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. Associate Principals will not give approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits should be built into the overall financial arrangements for the visit itself.

An activity should have sufficient adults taking part to provide 1:8 adult:pupil ratio. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. Given the needs of children at the Academy with SEMH needs, the required ratio is likely to be much nearer to 1:3 which reflects ratios in school.

A risk assessment must also cover transport to and from the venue. Any coach company used must provide written information detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

A copy of the completed risk assessment will be sent to the Associate Principal or educational visits coordinator and approved via the Evolve system. This should be completed at least 7 days prior to the visit taking place. It will be clearly communicated in a pre-trip briefing to all adults supervising the visit.

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments that the school has opted to pay for.

Communication with parents and carers. The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities. Letters seeking permission must be sent out to parents at least 7 days prior to the visit taking place.

Funding for off-site activities is provided by parental contributions (voluntary, except in the case of residential visits). Costs must be made clear to parents and carers in all correspondence about an educational visit at the planning stage.

The timetable for the payment of contributions should allow for the Associate Principal to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided. Staff should also be provided with the number of the Visit Leader.

Before a party leaves school, the Academy office should be provided with a completed copy of the Springwell Leeds Educational Visit Form – Appendix 2 – and the Evolve form for the trip.

The safety of the party, and especially the children, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

When planning an educational trip or visit from Springwell Leeds Academy, the needs of the children involved, including their behavioural needs should be considered. Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the Academy, the Visit Leader should discuss with the Associate Principal the measures needed to ensure their successful participation in the trip and/or whether it is appropriate for them to participate in some / all of that trip.

## **6. Visit Plan**

The Visit Plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and Associate Principal;
- medical questionnaire returns;
- Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.
- Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- No child will be allowed to embark on any visit without a consent form signed by their parent/guardian.
- Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.
- Every trip or visit will be subject to a review.

Most of these items are covered when an Evolve form is completed for the visit.

## **7. Undertaking the visit**

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a risk assessment made prior to the alteration taking place. A record must be kept of all such instances for evaluation and review purposes.

The Visit Leader should ensure that they take the following:

- A copy of the Evolve form and accompanying documents
- A first Aid kit
- A mobile phone
- All monies and documents, tickets etc required for the visit

Any accidents or near misses that occur during a visit will be reported upon the return of the group to school.

Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately.

## **8. Monitoring**

The Academy will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

On occasions the EVC, Executive Principal, Associate Principal Senior Manager or member of the Governing Body will accompany a group.

Evaluation and Review Every visit will be reviewed by the Visit Leader.

The results of the evaluation and review process will be provided to the Associate Principal.

The evaluation and review report will be maintained in the Academy's educational visits file for reference.

## Appendix 1 – Educational Trips and Visits Checklist

|  |  |
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| <b>6 weeks prior to proposed visit</b>   |  |
| 1. Gather risk assessments from previous visits if available. Have conversations with staff who have participated in a previous visit to location, where possible.   |  |
| 2. Arrange a pre-visit and plan the itinerary for the trip, identifying any risks or hazards presented by the specific venue   |  |
| 3. Provisionally book visit and minibuses/coaches establish cost   |  |
| 4. Arrange groups and staff ratio required. Take into consideration any children with specific need  |  |
| <b>4 weeks ahead of a trip or visit going ahead</b>  |  |
| 5. Arrange meeting with Associate Principal. At this meeting, share: <ul style="list-style-type: none"> <li>a) The nature and purpose of the visit</li> <li>b) Dates</li> <li>c) Cost per head</li> <li>d) Staffing ratios</li> <li>e) Outline of activities for the day</li> <li>f) Any specific risks or concerns</li> </ul> |  |
| 6. Confirm bookings for trip and coach. Ensure visit is detailed in the diary, including agreed staffing arrangements  |  |
| 7. Notify parents via letter of trip and cost. Ensure letter has been passed to Associate Principal to approve, and that office has a copy on file (should they need to issue copies at a later date.)   |  |
| 8. Ensure kitchen are informed of trip/lunch arrangements.   |  |
| <b>7-10 days prior to trip</b>   |  |
| 9. Complete specific Risk Assessment and Evolve form and arrange meeting with Associate Principal for risk assessment briefing.<br>At this meeting share: <ul style="list-style-type: none"> <li>a) Groups of children and provision for those with specific needs</li> <li>b) Risk assessments</li> </ul>                     |  |
| 10. Pass signed risk assessments to office to file for future reference  |  |
| <b>Week of the trip</b>  |  |
| 11. Arrange pre-trip briefing with staff. Include groupings, outline of the day, mobile numbers, medical information etc.  |  |
| 12. Complete an evaluation of the trip to be filed for future reference which suggests any amendments to the planned visit, following events throughout the visit.   |  |



**Appendix 2 – Educational Visit Form****Springwell Leeds Academy**

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Expected Return Time: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Designated First Aider: \_\_\_\_\_

**Staff on Visit:**

Trip Leader:

Other staff:

**Students on visit:**

Names:

Total Number of Students on visit:

**Please ensure that a copy of this form is left in the office before you leave with a printed copy of the Evolve form.**

## **About this policy**

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|-------------------------------|---------------------|
| <b>Written by:</b>            | <b>S. Jacques</b>   |
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