

EDUCATIONAL VISITS INCLUDING OVERNIGHT STAYS POLICY

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Signed by the Chair of the Local Advisory Body:	Matthew Arrowsmith-Brown
Ratified by the Board of Trustees	
Signed by the Chair of Trustee Board	

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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 need to be approved by the designated member of SLT (Educational Visits Co-ordinator (EVC)) and meet pre-determined criteria;

1. Enable all relevant students to participate, regardless of means;
2. 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;
3. Be included in the academy calendars wherever possible and notified to colleagues as far ahead as is reasonably possible;
4. 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;
5. 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.

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 principal, 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 Principal who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.

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.

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, indiscipline, 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. A risk assessment template for trips and activities is available in the W drive (W drive; Educational visits); 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 principal 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.

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 Event Proposal Form before the visit will be authorised.

a. Charges

Charges for educational visits will be made in accordance with the Charging and Remissions Policy. For enrichment trips, please note that deposits and cancellation fees charged by a third-party organiser are **non-refundable**, however if a situation does arise the school will try its best to get a student's place filled by another student. If a student is injured prior to a school trip it is at the principal's discretion as to whether they may attend the trip. The principal will need to be confident that both the health and safety of the student alongside the other participants is not jeopardised. In these circumstances, a claim will be submitted to the school's insurers for reimbursement of monies paid. In the event of a student leaving the school for any reason it will not be possible to reimburse any deposits or cancellation fees charged by third party organisers. This could include a student being permanently excluded or a student moving to a new location. A reduction in students attending a trip may mean that the price per student could increase.

b. Instalments

For certain trips, the school will offer the option of instalments to spread out the amount parents have to pay. Once the deposit has been paid and the trip leader has confirmed a child's place, parents and carers are liable for the full cost of their child's place on the trip (unless there is an amount which is not yet committed).

The school reserves the right to withdraw a child from a trip, when an instalment deadline has been missed. Refunds of amounts paid to date will depend on the place being filled by another child. Parents and carers are encouraged to contact the school office in circumstances where they are finding it difficult to meet the payment schedule as it may be possible to make adjustments to help.

c. Cancellations and refunds

In the event that parents and carers wish to cancel a child's place on a school trip, we would ask that the school is notified as soon as possible. Where possible we will aim to refund monies paid for a trip, particularly if we are able to find another child to take the place, but please bear in mind that this is not always possible. If the school cannot fill the place parents and carers will be liable for the costs of the trip already committed to by the school. Cancellations made within a fortnight of a UK trip, or within two months of a trip abroad, are too late for the school to seek another student to fill the place.

The school reserves the right NOT to refund costs where a student is withdrawn from an activity by the school on the basis of the student's unacceptable behaviour.

d. Change of plans

Occasionally the school will have to change plans in response to events at the time: for example, the weather, or possibly due to a travel advisory note from the Foreign Office reflecting a situation abroad. In this event we will make any amendments to the itinerary we consider necessary for the safety of students and staff.

Very occasionally the school may have to curtail or cancel a trip, for example due to extreme weather making travel impossible.

Refunds can only be made if a trip is cancelled before starting. If we have to change plans once a trip has commenced, our insurance would cover the cost of the changes but not any refund to parents.

6. Responsibilities

a. 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.

b. 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.

7. 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. Most trips should have no 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 can 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.

8. Procedures and Protocols

Dates of proposed visits should ideally be submitted at least eight weeks prior to the visit date.

All proposals are made using the Application for an Educational Visit form available on the Google Drive (g drive; Trips). If agreed, the visit is then entered on the academy 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 Educational Visits Coordinator (EVC) and Principal.

9. 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.

10. Access to and withdrawal from educational and enrichment visits

The school is deeply committed to the principles of equality, diversity and inclusion and will adhere to the Equality Act 2010 when considering access to or withdrawal from educational or enrichment visits. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Policy. Due to the popularity of some enrichment trips and activities, the school offers places, using a number of different criteria (including but not exclusive to) behavioural records, academic effort, attendance, and finally, on a first come, first served basis. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENDCO will liaise with parents and carers, where appropriate, to consider what reasonable adjustments may be necessary.

There are some circumstances in which a students' access to an educational trip or visit may be withdrawn and this decision will be made by the principal once a thorough risk assessment has been completed.

a. Educational visits

The school will endeavour to ensure all possible reasonable adjustments have been considered to allow every child access to visits which are directly linked to an educational outcome, for example, a Geography field trip.

b. Enrichment visits

Acle Academy offers a range of extra-curricular opportunities to enrich our curriculum. If a student does not meet our behaviour expectations regularly, we conduct individual behaviour risk assessments to determine whether it would be safe for that student to attend that activity. The school reserves the right to withdraw a child's participation in an enrichment trip on behaviour grounds.

Students at Acle Academy should maintain a good attendance record to help them prepare for life after school. We encourage all students to achieve 95%+ attendance for the duration of their educational journey (no more than 10 school days missed in one academic year). We understand that children may experience occasional incidents of being unwell, however patterns of absence or unauthorised absence which result in a student's attendance falling below 90%, the equivalent of 20 days missed across the academic year, is considered persistently absent. Therefore, we will consider whether a student would be suitable to attend certain activities due to their high level of absence.

The school reserves the right to withdraw a student's access to an enrichment opportunity if:

- The student has displayed recent behaviour which may pose a health and safety risk to themselves or others on the visit
- The student has displayed recent behaviour which may cause disruption to the proposed activities or operational management of the visit
- A student has maintained a poor pattern of attendance or behaviour
- A student's learning or medical need cannot be met through the organisation of the enrichment activity or may jeopardise the health and safety of other participants.

11. 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. In 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.

12. Day Visits

Planning Procedures

Ideally, precise planning for a visit should begin at least eight weeks before its date. In planning a visit, staff should reference the educational visit checklist document - this

provides guidance around Health and Safety planning, which staff should incorporate (where appropriate) into the planning of their trip.

Sporting Fixtures

In line with DfE recommendations, the intention is not to limit any activity that may enrich the curriculum by insisting upon excessive health and safety restrictions. However, it is important that staff are aware of the medical and contact details of any students taken out of school to participate in sporting fixtures. Staff involved in extra-curricular sporting fixtures, will therefore ensure that details of the students involved are shared with the EVC and that medical details are obtained as appropriate. Staff taking fixtures must inform parents/carers of the venue of the fixture, timings of departure and return and provide parents/carers with an emergency staff contact for the fixture.

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 Vice Principal, as additional insurance cover may be required.

Transport

The trip leader must hire coaches from a coach company approved by Wensum Trust for educational visits. It is recommended that at least two quotes are obtained.

Costing the Visit

Costings must be outlined on the initial Application for an Educational Visit Form and take into account, where necessary, administrative costs.

Letter to Parents/Carers

A draft letter should now be prepared for parents/carers. This letter must then be submitted for approval to the Principal and, once checked/returned, a PDF copy should be put on the school website. There are some standard statements which should be included regarding costs/hardship.

Parents/carers will need at least two weeks' notice in order to pay any contribution and for those requesting hardship consideration to write and receive a 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.

All letters, which require collection of money, need to be with the Finance Office ideally at least **eight** weeks before the stated deadline.

Vehicles

Any trip which includes the use of a staff owned vehicle needs to be risk assessed as appropriate. In these cases, the driving licence, valid MOT and proof of ownership for the vehicle in question will need to be provided on EVOLVE and parents/carers will need to be made aware. The school insurance policy covers all vehicles connected with the school for transport use.

Finance

Contributions for a visit should be paid via ScoPay.

Permission Slips

Permission slips and consent forms should be collected by the trip leader. This may also be completed digitally using ClassCharts. 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 and taken on the trip/visit by the trip leader on the Trips and Register Form.

Procedures in the Fortnight Prior to the Visit

School mobile phones need to be collected by the relevant contacts, as do the medical kits.

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.

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;
- Explain to students that mobile phones can only be used at the times designated by staff;
- 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 London – all students must have the mobile telephone contact details of the trip leader;
- The Visit Leader Emergency Action Card must be taken and read to ensure that correct procedures are followed should such a situation arise. This can be collected from the main office.

13. 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 Trust when verifying cost. There are also extra considerations concerning charging, insurance, passports, visas, etc.

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.

14. Communications and Emergency Procedures during School Visits

Day Visits

a. Preparation

- For day visits that extend beyond the school day, happen outside of term time, or during a weekend, the trip leader must be the key contact. They must take the school mobile with them and provide details of this number to parents/carers via the letter informing parents/carers of the visit. The key contact **must** be contactable at any time;
- For day visits that occur on a school day where the trip is expected to depart and return within the confines of the normal school day parents can be advised

to contact the school office if required, who can relay any information to the trip leader if necessary.

- The trip leader and accompanying staff must all have a copy of the Trips and Registers Form with all student details. This information must also be distributed to all other staff supporting;
- For all visits, the trip leader must have the emergency telephone number of the EVC/ SLT contact and a second emergency contact.

b. 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. Best practice is to ensure a copy of the trip register is completed and handed to the Attendance Officer directly before departure. In the event of the trip departing out of hours, a message should be left on the normal school number and an email sent to the Attendance Officer;
- 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;
- ClassCharts will be used to keep parents/carers up-to-date with the trip/arrival time back at school;
- 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.

c. 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, the procedures on the Visit Leader Emergency Action 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. 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 most recent edition of Norfolk County Council's 'The Red Book': *Critical incidents & Trauma Management in schools, academies and other settings* in the event of a critical incident on off-site visits.

Residential Trips

a. 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;
- 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 Evolve 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.

b. During the Visit

- Details of the visit's progress will be communicated to the emergency contact who will update Reception as updates are received. ClassCharts 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 ClassCharts 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.

d. 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 Visit Leader Emergency Action 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;
- It is the responsibility of SLT and the trip leader to follow the most recent edition of Norfolk County Council's 'The Red Book': *Critical incidents & Trauma Management in schools, academies and other settings* in the event of a critical incident on off-site visits.

e. 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.