



Educational Visits and Trips Policy

Lord Grey Academy

Approved by:	LGB	Date: February 2023
Last reviewed on:	February 2023	
Next review due by:	February 2025	



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Aims

At Lord Grey Academy we believe the aim of a academy visit is:

- to enhance classroom activities
- to provide 'hands on' opportunities
- to enable the students to visit and experience a different place
- to motivate and stimulate new learning
- to provide knowledge and resources
- to be enjoyable and promote social skills
- to broaden experiences.

The function of the EVC (David Smith) is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The Associate Principal is responsible for:

- Supporting EVC with the above
- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Party Leader
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incidents Procedures.

Responsibilities of the Party Leader/ Lead teacher :

One person will be the visit leader; they will have overall responsibility for visit arrangements and the students and adults participating in the visit.

There is also a designated person remaining at school who is described as the 'home contact'. On day visits this is the office staff, on residential it is the head teacher. It is their responsibility to deal with phone calls from the party leader and to set emergency procedures into motion should the need arise.

- The Party Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Party Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- ensure the visit is sufficiently covered financially
- define the roles and responsibilities of other staff and students and ensure effective supervision of what they do.
- To ensure all Educational Visit & Trips forms are completed well within time and stored on the school system.
 - Booking forms
 - Risk assessments – walk/ coach/ travelling to and from the venue/ whilst at venue
 - Educational visit itinerary
 - Student register
 - Student medical and contact details
 - Staff and parent helper emergency contact details
 - Emergency procedures

Permission

Parental permission is obtained for all Level 1 visits and above, plus fixtures that are beyond the school day.

Permission for all Day needs to be approved by the EVC and Associate Principal.

Permission for all Residential and or adventurous activities need to be approved by EVC, Associate Principal and the Chair of Governors.

Types of Visit

Local Visits: Local visits in the vicinity of the school (1.5m of academy when walking or Minibus journeys to sports fixtures / local schools)

Level One Visits – Day visit (Coach or minibus and Not adventurous)

Level Two Visits - Residential – non adventurous activities

Level Three Visits – Adventurous Activities

Choosing a Place to Visit

Teachers will use experience of a place they have visited before or follow up recommendations made by colleagues at other schools. The EVC has information on places that have already been visited by someone within our academy. All relevant information has been kept together for others' use.

When choosing a place to visit certain things need to be taken into account such as subjects accessed, age suitability, cost, cost of transport, distance, help needed. It is useful to gather as much information as possible so that a very clear outline can be produced of what the visit will include.

It is important that the Visit Leader makes arrangements to assess the place to visit to check: suitability, fitness for purpose and risk assessment.

The Visit Leader needs to check with the Associate Principal that adequate insurance cover is available for the type of visit planned. Residential and Adventurous activities may require additional insurance.

Transport

When booking a coach it must have seatbelts. Details of coach companies previously used and prices may be found in the Admin Centre.

Risk Assessment

A comprehensive risk assessment is carried out by the party 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 party 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 of:-

- Proposed journey - type of transport
- Loading and unloading of passengers in relation to the venue
- Weather conditions at the time of year proposed for the visit
- Appropriate clothing for the visit and related activities
- Venue facilities available in relation to the proposed size of the group
- Access to toilets and first aid facilities
- Activities at the venue
- Organisation at the venue, one group or split into groups, how safety is maintained
- Venue suitability with regard to the age and any particular needs of the students
- Venue's own approach to security, health and safety and First Aid.

Venues providing instructor-led activities will have their own risk assessments for particular sessions. These should be obtained and reviewed while on site - is there anything additional the Party leader needs to add from their visit to ensure the safety and wellbeing of the students and staff?

The EVC/LA will not give its approval for the visit unless it is satisfied with the venue, its instructors, their risk assessments, procedures and the provisional Party Leader risk assessment for the whole visit.

The cost of these preliminary visits will be borne by the academy, and should be built into the overall financial arrangements for the visit itself.

The party leader will double-check that all adults helping to supervise the visit have been subject to police checks.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the visit.

Further health and safety considerations

The party leader will:-

- inform all adults accompanying the visit of the:-
 - purpose, focus and itinerary of the visit
 - Party leaders mobile number
 - emergency procedures which will apply for the visit
 - medical needs of students within their group
- provide Student services with a full register of students who are attending the visit on the day, together with an itinerary of the day and adults contact numbers
- have the telephone number of a designated emergency contact, when the visit extends beyond the school day
- make additional arrangements following discussion with the Associate Principal/ EVC, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school.

Informing Parents about a Visit

A letter will be sent to the parents of students participating in a school visit. The letter needs to include the following:

- purpose of visit
- date / time of visit / location
- permission to attend the visit (when outside of school hours)
- cost/charging clause, which may apply
- transport details
- lunch arrangements
- any special clothing or equipment needed
- whether 'pocket money' is allowed
- whether help is needed and how to volunteer

Parents will be informed in the letter if the cost of the visit is borne by the academy or the parents or both. Full costs of the visit need to be covered to ensure the visit can go ahead. If insufficient funds are not received by the stated deadline the visit could be cancelled.

Additional information would be provided relevant to the activities on a residential visit, such as:-

- equipment list
- clothing list
- forms for
 - visit permission,
 - activity permission,
 - medical & emergency consent
 - medical & contact details in an emergency

Organisation of Groups

Ratios:

The acceptable ratio of adults to students on a school visit is usually:

1:20 from Year 7 upwards

Leaders will need to assess this ratio guidance depending on the activity being undertaken.

Uniform:

Students usually will wear their school uniform on day visits/

Adult Volunteers

It is essential that any adult helpers know what the main purpose of the visit is and what their role is.

- Must be with a member of staff who is DBS checked at all time and cannot be left unsupervised with students.
- Hold briefing
- Explain Day / activities / aims
- Talk about their role and management of groups
- Behaviour and expectations
- Answer any questions they have
- Risk assessments explained and emergency procedure
- Do not place the students of volunteers in the same group as their parent.

First Aid

One teacher should carry the first aid kit with them and helpers should be informed of this. It is also advisable to take a bucket, tissues and a change of clothes.

The visit leader should carry with them a list of any essential medical details relating to any of the students in their care and any appropriate medicines, inhalers, injections etc., that are clearly labelled with the student's name and dosage requirements. Incidents need to be recorded and parents informed upon return.

Mobile Phones

All adults on educational visits must have a mobile phone and must share their contact details with the rest of the adults on the educational visit.

There are Academy mobile phones in the Finance office for taking on visits.

Mobile phones are not permitted to be used by any student for the duration of any school visit. It is particularly important that students are briefed on emergency protocols of not using their mobile phones and that all communication goes via the school.

Emergencies Procedures

It is the responsibility of the EVC and Associate Principal to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- Ensuring that all involved know the emergency procedures
- Ensuring that all involved know the party leaders mobile number and who is the emergency contact point in the school, for the visit
- Ensuring that the contact point – or rota – is effective in school throughout the visit
- The party leader having the dedicated emergency contact number when the visit extends beyond the school day
- The party leader having access to an emergency (Critical Incidents) plan appropriate to the visit
- Ensuring that parental contact information is up to date and accessible
- All communication goes through the party leader to the school contact. The school contact communicates with the parents of the students.

In cases where a student or students need urgent medical attention, one staff member will accompany that student (or students) for treatment, while other staff members and adults remain with the rest of the group. The school will be notified at all times, and they in turn will notify parents.

Evaluation

It is useful to evaluate the visit and keep a record of the benefits and areas of improvement, so these can be taken into account on the next visit by the same or different staff.

It is hoped that by following this policy we can engage in purposeful, safe and enjoyable visits from Lord Grey Academy.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

Teaching and Learning Policy

Health and Safety Policy

Safeguarding Policy

Behaviour Policy