


Policy for <b>Educational Visits</b>		
Date of policy:	March 2022	Committee: Premises and Health and Safety
Next review:	March 2025 Review period (3 Yearly basis)	
Statutory Requirements applying: Various Acts, Regulations and documents, including SENDA 2014 revisions, Equality Act (as amended)		

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## 1. RATIONALE FOR POLICY

**What is the policy about?** Procedures regarding the organisation of trips and visits.

**Why is the policy required?** To comply with legislation and guidance and to support the School Development Plan in maintaining and improving the quality of pupils' education.

**Who is responsible for implementing the policy?** School Governors and Head Teacher (in consultation with staff where appropriate).

**Where is the policy implemented?** Through the school in after school and extra curricula activities, e.g. trips and visits.

**When is the policy implemented?** Continually and continuously.

**How is the policy implemented?** Strategically by the Health and Safety Committee and School Leadership Team.

**Monitoring and Evaluation:** Health and Safety Committee and Senior Leadership Team.

**Note:** To be read alongside SEND Policy and Equalities Policy – please also reference Appendix 1 – School Safeguarding Policy and linked policies.

## 2. AIMS

St Modwen's has a strong commitment to the added value of learning outside of the school day and beyond the classroom. Trips and visits are an integral part of our children's educational experience and all students are offered a range of opportunities during their time in school. A huge variety of trips are organised each year, details of which can be found on the school website under Educational Visits. The following types of activities all constitute a trip or visits:

- Out of hours clubs
- Sports clubs
- Regular visits to nearby schools, museums, places of worship and shops
- Day trips for year groups
- Adventurous activities
- Residential and overseas trips

### 3. PROCEDURE AND PLANNING

All trips and visits need to be approved by the Leadership Team through completion of the Change/Addition to the **Calendar Form**. Factors such as curriculum impact, calendar clashes and cover issues will be considered.

Responsibilities	
Trips and Visits Co-Ordinator (School Business Team)	Trips and Visits Leaders
<p><b>Role:</b> A nominated member of the Leadership team who is supported by the Trips and Visits Administrator. The Governing Body, through the Health and Safety Committee have identified a link Governor (educational Visits) to act on their behalf.</p>	<p><b>Role:</b> Is responsible for supporting the organisation of the trip or visit in terms of sending letters and distributing via ParentMail, updating Arbor, informing staff and the Attendance Lead, making transport arrangements, tour company details, group lists including contact and medical details.</p>
Duties	
<p><b>Operational Planning of Trips/Visits:</b> Emergency, accident and critical incident planning.</p> <p>Development and implementation of a whole school procedure for the training, support, planning, monitoring and approval for trips and visits.</p> <p>Reviewing systems and monitoring practice.</p> <p>The emergency school contact for each trip and visit but with other members of the Leadership team being available in their absence.</p>	<p><b>Operational Planning of Trips/Visits:</b> Before organising a trip, be aware of the needs of the cohort that might apply for the trip. Working with the Visits Administrator this information can be found through the Education health Care Plans (EHCP) and/or the SEND register (SENCO). Note all information relating to pupils SEND/medical needs is available on Arbor. The Trip Leader is responsible for undertaking risk assessments and individual student risk assessments, supported/advised by the Trips and Visits Administrator who is the approver of student risk assessments on Evolve.</p> <p>Responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Trips and Visits Administrator. Every Trip Leader must have a trip pack containing all the necessary paperwork one week prior to departure. This must be taken on the Trip by the Trip Leader and checked by the Trip Co-Ordinator before leaving.</p> <p>Where possible, the Trip Leader will be given the opportunity to make a preliminary visit beforehand, especially when the venue or destination is new to the school or to the staff accompanying the trip. This may also include overseas destinations where the tour operator being used makes provisions for staff to do so. In these cases, the cost for this pre-inspection visit would be added to the total cost of the trip.</p>

	<p>Complete a <b>Trip and Visit Details Form</b>, having first discussed the content with their Subject Leader and/or the Trips and Visits Coordinator/Administrator. This will include factors covered such as curriculum impact, calendar clashes, cover issues in addition to student numbers and ratios, additional staffing and budget details.</p> <p><b>Medical Needs of Pupils:</b> Responsible for (can be delegated to a member of the Trip staff team) the specific medical needs of an individual student. These students are identified in the individual risk assessment taken from Arbor and/or the EHCP's</p> <p>A decision as to whether a currently qualified First Aider should accompany a trip or visit will be made on a risk assessment basis, where consideration has been given to the availability of alternative sources of qualified first aider assistance, and the accessibility of the group members to paramedical support should it be required.</p> <p>It is the responsibility of the Trip Leader to ensure that the appropriate fully-stocked first aid kits are taken on the trip.</p>
<p><b>Staffing:</b> Staff safeguarding and training.</p>	<p><b>Staffing:</b> Supervision and staffing, including competence of staff involved in school trip/visit. School staff must always be given the opportunity to take part on a trip or visit before other adult volunteers</p>
<p><b>Consent:</b> Working with Trip Leaders to provide sufficient details of a trip or visit, in order to allow parents to consent or otherwise on a fully informed basis. Written permission is required from parents, except in case of PE fixtures and when large cohorts are involved in an activity during the school day (<b>Consent School Educational Visits</b>).</p>	
<p><b>SEND:</b> Making sure trips and visits are planned with reference to Staffordshire County Council inclusion practice and advice from SEND professionals.</p>	
<p><b>EVOLVE:</b> Keeping records of individual trips and visits. All residential trips and those involving establishment staff-led adventurous activities have to include completion of paperwork using the EVOLVE computer system.</p> <p>Submitting electronically details of residential trips and those involving establishment staff-led adventurous activities to the County's Offsite Visits Advisor.</p>	

## **4. STUDENT ENTITLEMENT AND BEHAVIOUR EXPECTATIONS**

- 4.1** All efforts are made to ensure that trips and visits are made reasonably possible to all students who wish to participate irrespective of disability, religion or belief, ethnic origin, sex, gender, sexual orientation, gender reassignment. Discussion with the SENCO is an essential part of this process when SEND students are involved.
- 4.2** The school has a clear code of conduct for trips and visits based on the school's Behaviour Policy.
- 4.3** The school operates a strict no smoking and no drinking alcohol policy on all trips and visits.
- 4.4** The parents or guardians of any student who fails to meet those expectations may be contacted and in extreme circumstances this could involve the withdrawal or removal of their child from a trip, parents/guardians would be expected to cover any cost implications.
- 4.5** Pre-existing poor behaviour in school will be taken into account when a child applies for a trip or visit. In extreme cases the child will not be included but only after discussion with parents/guardians.

## **5. STAFF RESPONSIBILITIES**

- 5.1** The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety.
- 5.2** The selection of staff to lead and participate in trips and visits is vitally important and this is closely matched to the experience and knowledge of that individual.
- 5.3** All staff are expected to act in a professional manner and, in particular, are not permitted to smoke or drink alcohol whilst in charge of students.
- 5.4** Where appropriate the school will ensure that DBS checks are carried out for volunteer adults involved in a trip.
- 5.5** The Trip leader is responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Trips and Visits Administrator.
- 5.6** The Trips and Visits Co-ordinator is the emergency school contact for each trip and visit but with other members of the Leadership team being available in their absence.

## **6. FINANCE**

- 6.1** Careful consideration is given to the cost of all trips to avoid putting families under excessive financial pressure.
- 6.2** The Trip Leader, Trips and Visits Administrator and School Business Team will work closely together to ensure all trips and visits are financially viable.
- 6.3** Parents can apply for financial assistance in line with the school's Charging and Remission Policy.
- 6.4** There are a small number of trips that are a statutory requirement for that subject and students following these courses can apply for financial assistance from the Trips and

Visits budget or Pupil Premium Funds. **Pupil Financial Assistance School Trips Request Form**.

- 6.5** Although parents can apply for financial assistance, this could make a trip unviable and therefore liable to cancellation.
- 6.6** High-cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with their initial letter of information and regular reminders will be given by the Trip Leader/School Business Team.
- 6.7** Trips that are likely to fall into a deficit or have insufficient numbers will be cancelled. Oversubscribed trips will be decided on an open ballot on the closing date. Parents will, in both cases, be informed immediately and where applicable reimbursed. Students unsuccessful in the ballot for a major overseas residential trip will, where possible, be given priority on that trip during the following year.
- 6.8** Cover teacher costs are built into the trip costs in line with school's Charging and Remissions Policy.
- 6.9** A 5% charge is added to all trips and visits to cover administrative costs.
- 6.10** If a trip or visit has a surplus, then a refund will be given to the parents in line with the schools Charging and Remission Policy.
- 6.11** All payments will be made through ParentMail.
- 6.12** For further details please refer to the school's Charging and Remission Policy.

## **7. TRAINING**

**St Modwen's Catholic Primary School has adopted Staffordshire County Council 'Policy Statement of Management of Learning Outside the Classroom (LOtC) and Offsite Visits'**

- 7.1** All new staff will receive training on how to organise a school trips or visit as part of their Induction Programme.
- 7.2** Staff must have been on a comparative school trip before they can be considered as a 'Trip Leader' for that type of trip. These details will be added to their 'Trips and Visits Experience' File and updated annually.
- 7.3** All staff are provided with an 'Organisation at a Glance' sheet as part of planning their trip.
- 7.4** All trip Leaders will receive in-house EVOLVE computer system training.
- 7.5** Ski trip and DofE must be led by a Trip Leader with the appropriate qualifications and must have previously accompanied an experienced Trip Leader.

## **8. EVALUATION**

All trips and visits must be evaluated by the Trip Leader through the completion and return of an **evaluation form**. In particular, any accidents or potential accidents must be reported and recorded to ensure the safety of future trips and visits. The Trips and Visits Policy needs to be reviewed by the Health and Safety Committee on a 3-yearly basis.

## APPENDIX 1 – SCHOOL SAFEGUARDING AND LINKED POLICIES

Policy	Approved by (Relevant Governing Body/Committee)	Date Approval	Review Cycle	Date of Next Review
<b>Staff Code of Conduct</b>	FGB	Autumn Term 1	Annually	October 2023
<b>Preventing Extremism &amp; Radicalisation Policy (school does not need to have a separate policy)</b>	FGB	Autumn Term 1	Annually	October 2023
<b>Anti-Bullying (including cyber bullying indicators)</b>	Curriculum & Standards	Autumn Term 1	Annually	August 2023
<b>Behaviour</b>	Curriculum & Standards	Autumn Term 1	Annually	October 2023
<b>Behaviour written principles statement</b>	Curriculum & Standards	Autumn Term 1	Annually	October 2023
<b>Recruitment &amp; Selection</b>	FGB	Autumn Term 1	Annually	October 2023
<b>Whistle-blowing</b>	Personnel	Autumn Term 1	Annually	October 2023
<b>Educational visits</b>	Premises , H & S	Autumn Term 1	Annually	March 2023
<b>Attendance and Punctuality</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Safeguarding Policy</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Safe use of internet and E-safety</b>	FGB	Autumn Term 1	Annually	October 2024
<b>Health and Safety including site security</b>	Premises , H & S	Autumn Term 1	Annually	October 2023
<b>Supporting Pupils with medical conditions</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Dignity and care</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Mobile Phone Policy</b>	Premises , H & S	Autumn Term 1	Annually	September 2023
<b>First aid</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Medical</b>	Premises , H & S	Autumn Term 1	Annually	October 2023
<b>Child on Child Abuse</b>	Premises , H & S	Autumn Term 1	Annually	August 2023
<b>Sexual Harassment</b>	FGB	Autumn Term 1	Annually	October 2023