

# Heath Hayes Academy



## Educational Visits Policy

October 2023

Audience:	
Policy reviewed and updated:	October 2023
Next review date:	October 2024
Person responsible:	Miss Chloe Bird (EVC)
Approved by:	LGB
Version:	2

## **Contents:**

1. Legal framework & definitions
2. Key roles and responsibilities
3. Training of staff
4. Planning school trips
5. Risk assessment process
6. Vetting providers
7. Equal opportunities
8. Safe use of minibuses and seatbelts
9. Parental consent
10. Staffing ratios
11. Accidents and incidents
12. Missing person procedure
13. Finance
14. Evaluating trips and visits
15. Non-Negotiables and procedure

## **Statement of Intent**

Heath Hayes Academy understands that Educational visits have an important role to play in helping young people develop healthy lifestyles whilst also re-engaging them with their natural environment. The school aims to ensure that pupils are engaged in their learning, and are given opportunities to explore this in a more practical setting.

# 1. Legal framework & definitions

This policy has been created with regard to relevant legislation and guidance including, but not limited to:

- The Health and Safety at Work etc. Act 1974
- SCE (2005) 'Policy, Procedures and Guidance for Outdoor Education and School Off-site visits'
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

'**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

Activities of an '**adventurous nature**' include, but are not limited to, the following: trekking, caving, skiing, watersports & climbing.

## 2. Key roles and responsibilities

The **Headteacher** is responsible for the overall implementation of this policy and ensuring that this policy, as written, does not discriminate on any grounds. The Headteacher will also:

- Handle complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensure educational trips positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promote good safeguarding practices.
- Ensure the systems and procedures adhere to the requirements of this policy.
- Approve risk assessments prior to school trips to ensure pupil and staff safety.
- Ensure that any problems are reviewed with the governing board.
- Ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents.

The **Educational Visits Coordinator** is responsible for the day-to-day implementation and management of this policy. The EVC will also:

- Liaise with staff and communicate information regarding any planned trips.
- Be a part of the approval process for extra-curricular trips and activities.
- Ensure there are relevant contingency plans in place for trips and visits.
- Monitor the success of educational visits through post-trip meetings with relevant staff.
- Arrange training for relevant staff if/when required.
- Ensure that all providers used are of a high quality and standard.

The **designated leader** in charge of the trip is '**in loco parentis**' and has a duty of care to all pupils on the trip. They are also responsible for completing the Educational Visits Approval Form, Order Form and Risk Assessments. The **Designated leader** will also:

- Ensure that the provider of any activities of an adventurous nature holds a current licence.
- Delegate responsibilities to other staff members on the school trip.
- Ensure that the planned visit and its activities are suitable for the group.

**Other Staff** are responsible for adhering to this policy and applying its principles when participating in extracurricular trips and activities. Including:

- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.
- Supporting the visit leader as required on the trip.

**Pupils** are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an educational trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and following the behaviour rules set out in the school's Social and Emotional Well-being Policy.

### 3. Training of staff

Staff will receive training on this policy as part of their induction and ongoing training as part of their CPD.

### 4. Planning school trips

The **Designated Trip Leader** must ensure that the **Educational Visits Approval Request Document**, and a **Risk Assessment** are filled out during the planning of the trip, and are passed on to the EVC for approval.

- Activities of an adventurous nature will always be identified at the planning stage, never added during the trip. The need for instructors and lifeguards will be taken into account at the planning stage.
- The school will ensure that all pupils are given an opportunity to participate in school trips.
- Where there is a maximum capacity, places will be allocated on a first come, first served basis. This will be clearly communicated to parents via Arbor.

### 5. Risk assessment process

The risk assessment must be carried out by the **designated visit leader**, and must be familiar with the activities taking place. The risk assessment process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions

- Record findings and implement them
- Review assessment and update if necessary

All visits must have a **trip-specific** risk assessment created, to ensure that they reflect any risks that may be encountered. It must not be assumed that previous risk assessments reflect the current risks posed.

## 6. Vetting providers

When considering external providers for activities, the **designated leader** will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If the trip contains activities of an adventurous nature, the trip organiser will check whether the organisation holds an AALA licence. If they do not, this must be raised with the EVC. If a provider does not hold the badge, the designated leader will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

## 7. Equal opportunities

Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

## 8. Safe use of mini buses and seatbelts

In the event that a mini bus is required, staff must ensure that all checks have been completed by the company, and that the company have suitable risk assessments in place. If the company is unable to provide a suitable risk assessment, the trip leader will find alternative methods of transport.

- Staff to ensure that children remain seated at all times when on the minibus.
- Staff to ensure that children's seatbelts remain on at all times throughout the journey, and will assist children with the fastening of their seatbelts if required.

## 9. Parental consent

Parental consent is not generally required for off-site activities within the local area if school planner consent has been signed. Parents will be informed of all activities via email communication from their child's class teacher, and will have the opportunity to withdraw their child from taking part (informed consent.)

**Explicit consent** via Arbor is required for:

- Activities of an adventurous nature.
- Residential trips.

## 10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our recommended minimum staff to pupil ratios are as follows:

- Residential: 1:10

Day trip visits:

- EYFS - 1:6
- KS1&2 - 1:10

Pupils with 1:1 support will be accompanied by their designated adult if this is deemed necessary.

## 11. Accidents and incidents

In the case of accidents and injuries while on a school trip, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

- All staff members will follow the risk assessment provided by the trip leader.
- Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher or the clerk to governors.
- Staff will use guidance as set out in the Incident Management Plan, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

## 12. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

- Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated.
- Pupils and staff will wear school branded clothing
- Regular head counts of all pupils and staff will take place.

In the event someone goes missing whilst on a school trip:

- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The trip leader will immediately identify adults to start looking for the person and another adult to contact them via phone; these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities will be contacted.
- If the police are called, the trip leader will contact the Headteacher or set emergency contact, back at the school, and inform them of what has happened.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## 13. Finance

Every trip that takes place must request a 30 day invoice, to be paid **after** the trip has taken place. If the company does not agree to this prior to the trip, this must be authorised by Louise Johnson, who will then request a specific financial payment to be made.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than **£1** per pupil. Any excess of expenditure will be subsidised by the school fund.

## 14. Evaluating trips and visits

Following an educational trip/visit, the EVC will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

## 15. Non- Negotiables and Procedure

### Non-negotiables

- 1 whole school trip annually
- 2 further off site paid trips per year group, per year (equating in 1 trip per term)
- Maximum total costs per child £35 - (Exceptional circumstances to be raised to Louise Johnson)
- 1 local visit (free of charge) per term per class
- 1 visitor annually per class

### Opportunities

- Individual year groups can carry out additional local (free) trips at their discretion
- Individual year groups can book school workshops/visiting speakers at their discretion

### Procedure

Start of the academic year	<ul style="list-style-type: none"> <li>● Check Hero's Curriculum Overview for planned adventures, decide on trip locations and preferred dates.</li> <li>● All trips to be decided by staff and added to the school trip overview by September 30th.</li> </ul>
8 weeks before:	<ul style="list-style-type: none"> <li>● Contact venue to gain an insight into what is on offer and logistics including times/workshops/locations/lunchrooms/gift shop</li> <li>● Inform the provider that invoice would be required and payment would be made 30 days after the trip. In instances where the provider says this is not possible, send an email to Louise Johnson asking for authorisation for early payment.</li> <li>● Check the school diary to prevent clashes &amp; check staff availability for preferred dates, ensuring ratios are appropriate based on the location and the children attending.</li> <li>● Provide Admin Assistant with information for coach booking:             <ul style="list-style-type: none"> <li>- Date(s) that coach is required</li> <li>- Time of departure from school</li> <li>- Time of departure from venue</li> <li>- Number of seats needed (inc children and staff)</li> </ul> </li> </ul>
8-6 weeks before:	<ul style="list-style-type: none"> <li>● Provide EVC with 'Educational Visits Approval Request' to be approved, including risk assessment, order request form to Katie Stocking and all trip details, including:             <ul style="list-style-type: none"> <li>- Logistics (site/children/staffing/ratios/costs)</li> </ul> </li> <li>● EVC to check all relevant documents and send them to the Headteacher for final approval (Within 2 weeks of the date sent to the EVC).</li> <li>● Once the trip details have been confirmed by the EVC and the Headteacher, make the booking and the Admin Assistant will confirm the coach quote and book.</li> </ul>
6-4 weeks before:	<ul style="list-style-type: none"> <li>● Provide the Admin Assistant with booking information, invoice and method of payment to ensure booking is completed, the Admin Assistant will then add payment to ParentPay.</li> <li>● Designated leader to communicate the trip to parents via Arbor.             <ul style="list-style-type: none"> <li>○ Where?</li> <li>○ When? Date and time</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ What?</li> <li>○ Lunch?</li> <li>○ Uniform/clothing</li> <li>○ Cost and/spending money</li> </ul>
2 weeks before:	<ul style="list-style-type: none"> <li>● Admin Assistant/Office Coordinator to chase payments &amp; consent from parents.</li> <li>● Ensure risk assessment has been approved by EVC, and edit as required.</li> </ul>
1 week before:	<ul style="list-style-type: none"> <li>● Admin Assistant/Office Coordinator to chase payments &amp; consent from parents.</li> <li>● Admin Assistant to fill 'first aid grab bag' HHA drawstring bag including first aid equipment needed for the trip.</li> <li>● Packed lunches, if required, are organised by the Admin Assistant, please advise parents to email the school office, check with the Admin Assistant that all of these have been requested.</li> <li>● Ensure duties are rearranged for both break and lunch.</li> <li>● Ensure clubs are covered or cancelled.</li> <li>● Ensure timetables are adjusted and staff affected are informed. (Phonics changes/PE etc)</li> <li>● Complete groupings and share trip information with all staff attending.</li> <li>● Check school mobile availability and charge.</li> <li>● Ensure HCP, medical equipment is in date and in school, in preparation for the visit.</li> <li>● Ensure that at least one member of staff attending the trip is first aid trained.</li> </ul>
On the day:	<ul style="list-style-type: none"> <li>● Check school mobile availability and charge.</li> <li>● Collect the 'first aid grab bag' from the office.</li> <li>● Collect school lunches if required and pre-ordered.</li> <li>● If high visibility jackets are needed, ensure they are taken.</li> <li>● Ensure the trip leader has tickets &amp; confirmation of booking.</li> <li>● Mobile numbers of all staff attending and school numbers on group lists to be given to set emergency contact.</li> <li>● Ensure a set emergency contact is chosen at school, so that they are contactable in case of emergency.</li> <li>● HCP and medical equipment is taken for relevant children.</li> <li>● Risk assessments for all staff attending.</li> <li>● Class ipad is charged (checking photo permission.)</li> <li>● Ensure any required resources for learning are taken.</li> <li>● Ensure that there is a trained first aider on each coach if more than one coach is being used.</li> </ul>