

Queen Elizabeth's Grammar, Alford

A Selective Academy



Educational Visits Policy

These are subject to any regulations in force at the time. Teachers leading residential trips are strongly advised to read the DfE document: 'Health and Safety of Pupils on Educational Visits' which can be found on Staffshare in the trips folder.

Any visit in school time should be of real educational value and should be linked with the normal work of the academy. There must be a clearly identified purpose to the visit, appropriate to the age and ability of the group.

Teacher organisers have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit. They also have a responsibility under their conditions of employment for 'maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere'. We have an inherent duty to ensure that all reasonable steps have been taken to minimise risk and maximise pupil and staff safety.

NB Please could staff upload any NGB or First Aid qualifications into the folder in Staffshare trips ensuring the educational trip co-ordinator can see the expiry date.

In terms of **staff supervision** for trips, the following guidelines should normally be followed but check with the EVC if in doubt:

- A minimum of 2 adults (at least one being a teacher) for any trip outside walking distance of the school
- 1 adult to 10 pupils for trips abroad, with a minimum of 2 adults (one of each sex if a mixed party)
- 1 adult to 15 pupils for residential visits, with a minimum of 2 adults (one of each sex if a mixed party)
- 1 adult to 20 pupils for day visits outside walking distance of the school, with a minimum of 2 adults (preferably of opposite sexes if a mixed party)
- 1 adult to 25 pupils for a short local visit (e.g. during a lesson) and here 1 teacher may be sufficient (but this will depend on the nature of the group and the work to be done).
- Pupils with a statement will need to be supported by a TA and the Trip Leader must liaise with SENCO before asking a TA to go on a trip.

Please note that a deputy leader must be appointed and all staff need to be clear about their role on the trip. This is the Trip leader's legal responsibility.

Alternative arrangements for SEN students may need to be considered, including transport. Trip leaders must inform the educational visit co-ordinator which SEN students are due to go on their trip, so that the educational visit co-ordinator and SENCO can meet to discuss how best to accommodate them.



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Pupils should wear school uniform for all trips during school time unless it is not considered practical and you have agreed this with the Headteacher. The wearing of uniform makes it easier for staff to identify pupils and signals that the same standards of behaviour are required as when in school. NB On residential trips there must be no smoking or consumption of alcohol by any year group. Staff are not expected to consume alcohol but, on a residential trip, no more than one alcoholic drink is allowed each day.

If your trip does not meet the guidelines above, you must discuss the situation with the Headteacher before making any final plans.

It is the academy's policy that academy staff **may not** drive minibuses. All minibuses used for academy trips must have forward facing seats and be fitted with seat belts. **Pupils must be seated at all times when the coach/minibus is moving and wear the seat belts provided.**

The academy may seek voluntary contributions in support of any activity, whether during or outside school hours, residential or non-residential. If the level of contributions is not high enough, the activity may have to be cancelled.

The following procedures should be followed:

1. Before approaching any pupils/parents or entering into any arrangements, complete a **trips form** (found in trip file on Staffshare) and an up to date **risk assessment** and email them to the educational visit co-ordinator. The EVC will look at cover implications and staffing in liaison with the Head and, after considering the risks involved, date, cost and insurance provision, will decide whether the trip may proceed. You must also check that adventurous activities are led by instructors with the appropriate NGB qualifications and also that the provider is AALA registered with Public Liability Insurance for up to £5 million. It is the Trip Leader's responsibility to ask all providers to complete form 8p Provider Statement in staffshare before the trip is agreed and email to the educational visit co-ordinator with the trip form and risk assessment. However, this is not needed if the provider holds a Learning Outside the Classroom Quality Badge, which can be checked on www.lotcqualitybadge.org.uk.
2. It is the Headteacher's responsibility to ensure that the qualities of leadership, judgement, anticipation and control are present on the part of all who accompany the visit, especially the group leader.

The EVC will decide which of the following categories the trip fits into:

- A – Non-adventurous day trip
- B – Non-adventurous residential trip in the UK
- C – Adventurous activities and non-UK residential trips

All trips need to complete a risk assessment using the pro-forma on staffshare trips (including trips into Alford and Sports Matches). It is advisable to carry out an exploratory visit in order to carry out a risk assessment, but if this is not feasible then specific written



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information from the venue must be obtained and if possible contact made with other schools who have visited the venue.

Staff must ensure compliance with any statutory requirements and work within the standards of competence and guidance recommended by national governing bodies and other recognised organisations.

3. Check that the trip is convenient to staff and enter it on the year calendar (if possible before September).
4. Obtain travel quotes, maps and guides and any relevant information from the Tourist Information Centres. Check insurance requirements. Journeys abroad and visits which involve adventurous activities will require insurance which must be included in the cost. Journeys to the EEC and some other countries will also require each person to obtain a European Health Insurance Card (this is likely to change).
5. The Headteacher has at his disposal a small sum of money agreed by the Governors to subsidise visits where the cost of the trip would be out of proportion to its real value, eg when there are only a few participants.

NB Y7-11 pupils who are in receipt of free school meals do not need to pay for school trips which are an essential part of the course they are following. It is also possible to subsidise an individual pupil who suffers genuine hardship. If you know or suspect that a pupil's parents or guardians are genuinely unable to pay the whole cost, the parents/guardians can be invited to contact the Headteacher. This must be done sensitively, either through the Headteacher, with the parents directly, or with the child on her/his own if s/he has raised the question directly. The Headteacher can then discuss the circumstances directly with the parents and act accordingly.

6. The parents are then to be sent a letter with as much detail about the trip as possible.
 - This must include dates, total costs, supervision arrangements throughout the trip (especially details of any 'free' time), any necessary equipment or clothing and pocket money required.
 - You also need to include the phrase *'The school does reserve the right to refuse places to pupils whose work is not up to date, whose behaviour gives cause for concern or who has a poor attendance record'*.
 - You also need to state in the letter, *'Please note that mobile phones and other electronic communication devices must not be used, unless in an emergency and with the permission of staff'*.
 - For residential trips, you need to state that safe arrival at the destination will be reported on the school intranet for parents to check.
 - A school consent slip should be attached for residential trips only and a non-refundable deposit can be asked for at this point. Other trip letters require a reply slip from parents to confirm that their son/daughter intends to go on the trip. Parents will complete a generic consent form at the beginning of the year that will cover all day trips and sporting activities.



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- Reception will set up ParentPay pro-forma (found on Staffshare under ParentPay). A letter cannot be sent out until this has been completed.
7. For residential trips, parents should also be asked to agree the arrangements for sending a pupil home early (in the case of poor behaviour) and who would meet the cost. Pupils pay reception for trips in the School Office at breaks or between 1.00 and 1.30 pm or via ParentPay and will be issued with a receipt.
- I. A member of the school reception staff, who will collect the money, should, where possible, be given a list of pupils participating in the trip and they also need to be told if there are a limited number of places so that any extra payments go onto a reserve list.
 - II. The official school consent form (which a member of the school reception staff will run off for you with the relevant details filled in) must be collected for residential trips– it gives contact numbers and any necessary medical details or dietary requirements.
 - III. As soon as the trip is definitely taking place and the approximate numbers of participants are known, the member of staff in charge should confirm staff involved with KJ (so that cover can be arranged) and notify the Canteen. When travelling to a non-English speaking country ideally, one member of staff who is competent in speaking the language should be included on the trip.
 - IV. 7 days before the departure date you must ensure all consent forms are collected and copies are given to the EVC.
- V. **Shortly before the departure date**
- Organise a Parents' Evening for any residential trip
 - At least one month before departure, collect in passports and EHIC cards and check they are in date for the period of travel abroad and make copies of those documents for each student and member of staff going on the trip
- Notify the parents and children of:
- the date and exact times of departure and arrival
 - boarding point/s
 - food for the journey (not glass bottles)
 - emergency procedures, including any contact numbers
 - any telephone chain
 - Trip Code of Conduct (i.e. no use of electronic communications devices, including Nintendo DS's etc...)
- VI. Once student and staff names and numbers are finalised, you must update this on the original trip form which will be saved in staffshare.
- VII. **Before departure:**
- Ensure that all pupils are briefed on the code of conduct for the trip.
 - Leave a list of pupils on the trip on the staffroom notice board.



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- Leave a copy of this list, together with all details of the trip and emergency procedures / contact numbers, in the School Office. **For trips in holiday time, at weekends or those that return after school hours, a nominated member of the Senior Leadership Team and one other person must also be given all the details so that they can act as contact in the case of an emergency.**
- Leave details of any work set with KJ.
- Arrange for first aid box, sick bags and large bin liners.
- Confirm final transport arrangements.
- Check on any recent changes in medical circumstances and contact details.

VIII. During the trip:

Whatever the length and nature of the visit, regular head counting of pupils should take place. A register should be taken (in silence) at the beginning of any trip.

At the beginning of the trip, the group leader must tell pupils what to do if they become separated from the group. Each pupil should also know which member of staff is responsible for them or their group. It is recommended that each participant carries the emergency contact number/details with them.

The Trip leader and Deputy should carry a full list of group members (including adults) with the appropriate contact numbers, medical details and consent forms. All other staff should carry lists of their group details.

High standards of behaviour should be expected at all times. **On no account may pupils be allowed to purchase or consume alcohol, cigarettes or illegal substances.**

On your return to school please wait until all pupils have been collected.

IX. After the visit:

- Complete statement of income/expenditure and finalise financial details with the Finance Officer.
- Arrange for any expenses, refunds.
- Write a short report for the Headteacher (see suggested pro-forma), outlining how the trip went, any poor behaviour by pupils (and, where appropriate, action taken) and any way in which you would change arrangements for another occasion. The document is in staffshare trips.



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Notification and Approval of Proposed Educational Visit

This form is to be filled in, in conjunction with the notes in the Staff Handbook. It should in the first instance be given to educational visit co-ordinator with an initial risk assessment. The form will then be submitted to the headteacher for approval and the form will then be passed to the educational trip co-ordinator and finance department (for registration of trip).

No details should be published to parents or pupils until the trip has been authorised, an initial risk assessment has been completed and the form has been returned to you.

Place to be Visited:	Overseas <input type="checkbox"/> Residential <input type="checkbox"/> Adventurous <input type="checkbox"/> Adventurous led by school staff <input type="checkbox"/> None of the above <input type="checkbox"/> Visit Category (EVC only) A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Trip Leader: _____ Mobile: _____ Deputy Trip Leader: _____ Emergency contacts names and numbers(two): EVC: Bev Allen Relevant Qualifications and Experience (e.g. First Aid):	Departure Date: _____ Departure Time: _____ Return Date: _____ Return Time: _____
Relevant Summary of Proposed Visit:	
Purpose of Activity, including Specific Educational Objectives:	
Details of Instruction Provided by Other Specialist Staff (if applicable):	
Insurance Details for all Members of the Party (if using non county insurance):	
Organising Company/Agency and Address (if any):	
ABTA Bonded Yes <input type="checkbox"/> No <input type="checkbox"/> AALA Registered (Adventurous Pursuits) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Transport Arrangements, including Company Name, Car Registration Numbers etc: Stops 'en route':	
Accommodation Type and Address (if residential):	



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Financial Information:			
Coach Hire:	£	Amount Per Pupil:	£
Entry Fees:	£	Income from Pupils:	£
Professional Fees:	£	Subsidy Required:	£
Other Costs:	£	Total Income:	£
Total Costs:	£	Income Less Costs:	£

Party Composition					
Age Range of Pupils	Original	Updated	Proposed Adult : Pupil Ratio	Original	Updated
Number of Boys			Number of Male Adults		
Number of Girls			Number of Female Adults		
Total Number of Pupils			Total Number of Adults		

Names, Role on Trip, Experience/Qualifications of Accompanying Staff				
Name	M/F	Experience and Relevant Qualifications	Mobile Telephone Number (If taking on trip)	Cover Needed

Preliminary Visit Undertaken: Yes No Preliminary Visit Planned: Yes No

Has a Risk Assessment been carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Risk Assessment attached to this notification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will parents be given full written details regarding the visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a copy of the information sent to parents attached to this notification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is one member of the accompanying staff competent in First Aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you fully complied with guidelines contained within the school policy and other relevant documents as directed in the policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Educational Visit Co-ordinator – Approval

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing. Approval is given, subject to receiving:

1. All relevant information, including a final list of group members, details of parental consent and a detailed itinerary at least 7 days before departure;
2. A report and evaluation of the visit, including any incidents within 14 days of return;
3. Any further requests detailed below.

Comments:
Signed: _____ Date: _____

Headteacher - Approval
Comments:
Signed: _____ Date: _____



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School Trip Report Sheet

Destination:		Staff Involved:	
Date of Trip:	Year Group/s:	Pupil Numbers:	

Suitability of destination:
Behaviour of pupils:
Transport details:
Quality of pupils' work:
General comments:
Total expenditure (please itemise):
Final balance:

