



# Castle Phoenix Trust

## School Trips Policy

### *Trust Level Policy*

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Author	Andrew Morgan

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# SCHOOL TRIPS POLICY

## Overview

The Trust acknowledges the great value of educational visits and the opportunity that they provide. Well managed educational visits, with a clear purpose, are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, enriching their understanding of themselves, others and the world around them.

The Trust has formally adopted the “Outdoor Education Advisers’ Panel Guidance” (OEAP) as the basis for this policy; updated detailed guidance and advice can be found <http://oeapng.info/>

Castle Phoenix Trust is the employer and has overall responsibility for visits. The Trust can delegate some tasks necessary to discharge these duties, though the overall responsibility remains with the Trust.

Under statutory guidance which came into effect on 1 March 2004 all schools are required to have a named Educational Visits Co-ordinator (EVC). The Trust EVC is a member of the Leadership team designated by the Head Teacher. (EVCSL).

The Trust has designated another non-Leadership EVC member of staff to support the above role.

The Trust has chosen to ‘buy in’ to Coventry City Council Guidance and Procedures and uses the web-based EVOLVE system - [www.coventryvisits.gov.uk](http://www.coventryvisits.gov.uk)

### Types of visit:

Any visit that leaves the school grounds, whether as part of the curriculum or not, during school time or outside the normal school day, is covered by this policy. A school trip is an educational or recreational trip, either during a single day or residential, organised by the school, the number of students involved is irrelevant.

There are six types of visits and the approval and protocol are slightly different for each of them:

1. **Standard visit:** none of the statements below apply to the visit
2. **Learning outside the Classroom/ Grab Bag:** using the local area to deliver lessons
3. **Sports fixtures:** take place afterschool but within 20 miles from the school
4. **Overseas visit:** the group travels outside the UK mainland.
5. **Adventurous Activity:** for a list of Adventure Activities click in the (information) icon on evolve.
6. **Residential visit:** an overnight stay including travelling overnight.

## **Roles and responsibilities:**

### **Visit Leader**

- The Visit Leader and Assistant Leader will be specifically competent for the role in line with OEAP Guidance.
- The visit leader will ensure that all the steps are completed according to the Visit Leader Check List see Appendix 1. (Site specific)
- No one, other than the Visit Leader, should lead the organising of the trip or complete the associated paperwork.
- Oversees and keeps a track of all the finances associated with the trip.

### **Financial responsibilities for the Visit Leader**

- Facilitates financial assistance with regard to the cost of a trip for an individual student, particularly with regard to disadvantaged students. This might include a school contribution to the cost and/or an individualised payment plan. This has to be agreed by the EVC.
- Direct parents on payment dates (advice taken from EVC).
- Arranges parents' payment plans that might apply to all students e.g. a ski trip.

### **Finance department**

- Raise purchase orders
- Pays the invoices e.g. tickets, transport, venue.

### **Educational Visits Coordinator (EVC)**

- Will approve all school trips through the EVOLVE system.
- Communicates to staff who are planning educational visits and liaises with EVCSL where appropriate.
- Ensures paperwork is completed correctly on EVOLVE, within timeframe detailed in the policy.
- Assists in identifying training needs.
- Assists in updating trips documents in line with OEAP guidelines.
- Collects and maintains record of payments received from parents on Arbor and administers refunds as and when appropriate as directed by the EVCSL.

### **Educational Visits Co-ordinator Senior Leader (EVCSL)**

- Will provide first line approval and will have final approval for all visits, except for overseas or high-risk visits; these will be approved by the LA and Governors.
- Identifies training needs.
- Provides guidance for the paperwork, including trip finance.
- Updates the trips policy and protocol.

### **The Trust**

- Is responsible, under the Health and Safety at Work etc. Act 1974, for the health and safety of any participants and the Visit Leadership team.
- Ensures that appropriate training is available.
- Clearly sets out staff roles and responsibilities, with detailed procedures for notification and approval of trips.
- Provides clear advice on how to approve leaders.
- Ensures there is an establishment visits policy and protocol including emergency procedures.
- Ensures the visit approval process is clear and that approval and notification procedures operate effectively.
- Ensures high quality visits/outdoor learning through support and challenge as critical friend.
- Has the responsibility for approval of overseas trips.
- Ensures an EVCSL is in place.
- Ensures there is robust and effective monitoring systems in place.

## Visit planning and approval

- Initial approval will be given by EVCSL and Head Teacher through use of the Trips Proposal Form.
- **Learning outside the classroom (LOC):** all LOC trips will follow the procedures outlined in the guidance sheet.
- **Sports Fixtures** (within 20 miles of base) will follow procedures outlined in.

All visits are approved through the web-based EVOLVE system at [www.coventryvisits.org.uk](http://www.coventryvisits.org.uk). Trips requiring LA approval will automatically be submitted to them through this system.

- **Local area visits:** PE fixtures and Learning outside the classroom lessons (Grab bags)
- **Standard trips**
- **Overseas trips:** will require additional approval by Governors before any commitment is made by the use of the Abroad Proposal Form – See Appendix 5. (Site Specific) And 28 days prior to the visit it requires Governors and LA final approval.
- **Adventurous trips:** 28 days prior to the visit it requires Governors and LA final approval.
- **Residential Visit:** requires Governors final approval.

If an external provider or tour operator is being used and they do not have the LOtC badge, they must complete the Provider Statement at the time of the booking.

### First Aid

- The Trust provides access to advice and guidance on first aid arrangements for off-site educational visits and activities.
- The Trust will ensure access is available to first aid services and facilities to staff and pupils taking part in educational visits and activities based on risk assessment and first aid needs analysis. An adult will be designated as responsible for first aid for each trip.
- First aid kits are available in trip bags and, for some trips, a school based trained first aider will attend, based on the outcome of the risk assessment.

### Risk management required for all trips.

Staff should adapt the generic risk assessment for their trip, and risk assess students' medical/behaviour issues. Identify aims, benefits and learning outcomes.

In considering risk, there are 3 levels which visit leaders should be mindful of, based on the SAGED acronym: Staff, Activity, Group, Environment, and Distance.

- Generic Risk – normal risks attached to any activity out of school. These will be covered by careful completion of the Visit Leader Check List.
- Event Specific Risk – may include significant hazard or risk relating to the activity
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

### Accident and incident reporting and investigation

- Accidents, near misses and other incidents must be reported to the EVC on return and included in the EVOLVE evaluation of the trip.
- There is an accident book in first aid bag and the relevant section on Visit Leader form will be completed. Such incidents and outcomes will be reviewed to identify learning points which will be shared as appropriate with others including the LA as appropriate.
- The Trust will ensure that the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (and any subsequent amendments) are undertaken appropriately.

### Plan 'B'

Despite the most detailed pre-visit planning, things can go wrong on the day, e.g. member of staff is ill, transport fails to arrive, severe weather conditions, serious incident e.g. a terrorist incident. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any unforeseeable eventuality. This takes the form of PLAN B in the Risk Assessment.

### **Emergency Procedures**

The Trust has Critical incident Procedures in place during a visit. (Site Specific). The Trust also has Guidance Notes for Major Cities/Events. See Keeping Children Safe Appendix 8. And the Visit Leader and Emergency Base Card. (Site Specific)

### **Staffing**

Staffing Ratios will be a key priority in the initial approval of any proposed visit, as a guide line the ratio is 1:20 but this is a guideline only. A professional judgement must be made by the Visit Leader, EVCSL and Head Teacher as to the appropriate ratio for each visit.

This will be determined by:

- Type, duration and level of activity
- Needs of individuals within the group (SEND)
- Experience and competence of staff and accompanying adults
- Nature of the venue and location
- Weather conditions at the time of year
- Nature of transport involved

### **Volunteers**

When parents or other non-teacher adults act voluntarily to assist with visits and activities, they also owe a duty of care to the children and young people taking part.

The main duties of adult volunteers are to ensure that:

- they fully understand their role within the party;
- they are competent to undertake their role during the visit;
- they follow the visit leader's instructions at all times;
- they have any necessary information about pupils and organisation;
- they are aware of emergency procedures and contacts;
- they inform the visit leader of any safety concerns, or the academy if for some reason the visit leader does not implement control measures necessitated by changes in circumstances;
- they have sufficient information and resources to enable them to contribute to the effective and safe running of the visit, particularly pupil details and emergency procedures.

### **Parental consent**

- Consent is not required from parents for pupils to participate in off-site activities that take place during school hours,
- Which have no costs to parents
- Which are a normal part their child's education, such as museum or library etc.
- Nevertheless it remains good practice to inform parents, prior to the trip, that a visit or activity is to take place. Parents will be given comprehensive information by letter, including an itinerary.
- Parents must be given the opportunity to update the school with any medical or emergency contact information.

### **One-off or blanket consent**

- At enrolment a one-off consent form will be signed by parents and in year admissions. (Site Specific)
- This form will cover all types of visits and activities where parental consent is required.
- While one-off consent can be used for virtually all visits there are situations where consent for a specific visit may be required. These include visits abroad and some visits involving third party provision, where an Outdoor Education Centre require their own consent forms to be signed.

### **Visits abroad**

- In some countries, proof of parental consent may be required by medical professionals prior to carrying out any treatment, therefore consent forms need to be taken abroad.

### **Inclusion**

No student will be excluded from participating in a school trip on the grounds of cost, if it is a mandatory part of the curriculum.

Parents are signposted to the potential for financial support through trip letters and are advised to liaise with the trip leader for support.

The Trust is committed to providing visits and activities which are accessible to our students whatever their needs, abilities or medical conditions.

### **Charging**

- The Trust has a Charging and Remissions policy which provides the basis for charging for school activities and the circumstances under which voluntary contributions will be requested from parents.
- The Trust is committed providing the best education for all and will endeavour, within reason, and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay.
- The Trust reserves the right, however, to request voluntary contributions from parents/carers and, in the event of insufficient funding, to cancel an activity.

### **Transport**

- The Trust will only use reputable coach companies and will ensure that all coach companies used complete a Provider Statement which is updated yearly. Seat belts must be provided on all seats.
- Public transport: All students are briefed as to procedures on platforms at bus stops on busy streets.

### **School minibus (where available in school)**

- The Trust ensures that a member of staff takes responsibility to organise the relevant MOT checks for minibuses where they are owned by the school.
- Staff are eligible to drive the minibus if they are aged over 21 years with a clean driving license. It is not compulsory for staff to drive the minibus; it is voluntary and staff are not explicitly paid to drive the minibus.
- The Trust ensure that the vehicles are appropriately insured and maintained with sufficient breakdown cover. The Trust makes use of a fuel card to purchasing fuel for minibuses.

### **Staff cars**

- The EVC and Headteacher will make the decision if staff can use their own car for a trip.
- Evidence of business insurance, a valid driving license, and a valid MOT certificate must be provided to HR Team. Parents' consent must be obtained for the child to be transported in a private car.

### **Insurance**

- The Trust has insurance cover for all trips provided by Ace European Group Limited (For Kingsbury School see below) Policy number UKBOAC 74919. However, if the trip is potentially extremely hazardous, advice will be sought from the schools insurance advisor via the Director of Finance.
- Kingsbury School – Insurance is provided by Risk Protection Arrangement (RPA) – Policy number
- 145019. For visit overseas insurance will be taken out with individual travel companies.

### **Supervision**

Students must be supervised through all visits. However, there are circumstances when they might be unaccompanied by staff (remote supervision). The decision to allow remote supervision will be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility for pupils
- Competence/experience of staff
- Environment/venue/location

### **Safeguarding**

- The Trust is committed to the safeguarding and welfare of children and young people and compliance with its statutory obligations as set out in the most recent edition of the Department for Education (DfE) statutory guidance document Keeping Children Safe in Education (and any subsequent amendments).
- The Trust will comply with this guidance and the Trust's safeguarding and child protection policies and procedures and will ensure that their staff are aware of and comply with such guidance
- School staff and volunteers e.g. trainee teachers will have been appropriately vetted as necessary. Parents who volunteer on trips will be vetted as appropriate based on the risk assessment and type of trip.

### **Records Retention**

- The Trust has in place a records retention policy which is based on national guidelines from the Information and Records Management Society and guidance from its advisors.
- Records of educational visits and activities are retained in compliance with the Trust's policy on records retention on evolve.

### **After the visit**

- If necessary a debriefing will follow each visit with the EVCSL to identify what went well and what could have been done better, in order to inform for future planning. This must be recorded on EVOLVE by the trip leader.
- An evaluation will be completed on evolve to ascertain that learning Objectives have been meet.