



# Educational Visits and Journeys Policy

Author: Vice Principal (PDBW)

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## Introduction

Our Academy vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our student to transform their lives and to hope for happy and successful futures.

At All Saints Academy not all learning takes place inside a classroom: we believe that educational visits are an important component of our curriculum giving hope to our students. We prioritise activities which widen our students’ experiences and raise their aspirations. Visits give our students opportunities to develop resourcefulness and initiative, whilst spending time together more informally. Each trip is different: some are directly related to the curriculum, others are designed to promote social awareness, or enhance physical skills, self-reliance and team-work. Others will extend their knowledge of the world. The common factor is that they all broaden the educational experience of our students. Our Educational Visits will range from short activities in the local community to overseas experiences.

## Guidelines

All guidelines held within this policy are checked against the Central Bedfordshire Educational Visits Policy and our visits and trips are planned within the Evolve system with support from the Local Authority where appropriate. This policy specifies how these guidelines are applied at All Saints Academy.

## Responsibility for Educational Visits

1. The **Educational Visits Co-ordinator (EVC)** is responsible for the planning, organization and control of all educational visits with the Principal retaining the responsibility for authorizing all visits. The EVC will endeavor to ensure that:-
  - a. Training needs have been met and all visits have a suitable group leader
  - b. All planning and risk assessment is carried out thoroughly before the visit
  - c. Environments and venues are suitable for the activity planned
  - d. External providers are suitably qualified and insured
  - e. The visit has been approved by the Principal or the Governors or Local Authority as appropriate.
2. The **Group Leader** is responsible for the supervision and conduct of the visit and should ensure that:-
  - a. They have suitable training to control and lead students ensuring dignified behaviour
  - b. They are suitably qualified if they are leading any activity during the visit
  - c. The visit is well-planned and that risk assessments have been completed
  - d. There is appropriate regard for the health and safety of all students during the visit developing faith in the leadership of staff
  - e. Students understanding their responsibilities during the visit
  - f. The visit has been authorised by the Principal or other appropriate body
3. **Other teacher and adults** act as employees of the Academy during visits and are, therefore, subject to the conditions and expectations of their normal employment. They must:-
  - a. Endeavour to ensure the health and safety of everyone in the group
  - b. Care for each student as any reasonable parent/carer would

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**Psalms 6, Verses 5-6**

- c. Follow the instructions of the group leader and support control and discipline
  - d. Consider stopping the activity if they believe there is a risk to the health and safety of students
4. **Students** are responsible for their own actions during all Educational Visits. Students whose behaviour is believed to be a risk to themselves or others may be prevented from participating in an Educational Visit as the safety of all members of the Academy community is a priority. If the visit is of a curriculum nature, the curriculum aims will be fulfilled in other ways for these students. The group leader should make it clear that students must:-
- a. Dress appropriately for the activities to be undertaken
  - b. Behave sensibly and responsibly at all times
  - c. Refrain from any activity that they fear or which they believe to be a danger to themselves
  - d. Be alert for any risks to their health and safety and inform the group leader if they are concerned
5. **Parents** are responsible for supporting the Academy by providing accurate information for group leaders including:
- a. Providing up to date contact numbers in the event of an emergency
  - b. Completing relevant consent forms
  - c. Providing medical information relevant to the visit

### **Planning and Risk Assessment**

All visits require careful planning and assessment of any potential risks. A Risk Assessment form should be completed for each journey and activity and, while there are generic Risk Assessment forms available on the Academy intranet, these must always be reviewed and modified to make sure they are fit for purpose. Training and support is available to group leaders to ensure that all Risk Assessments contain safety measures to reduce any perceived risk to an acceptable level.

Where possible, the group leader will undertake a preliminary visit to the venue or location to assess the risks. Where this is not possible, an attempt should be made to secure local knowledge from a reputable source and where this is not possible, Risk Assessments should make provision for an assessment of the location on arrival.

### **First Aid**

The minimum requirement for all visits is that one member of the supervising staff should hold a first aid qualification and that a first aid kit is carried during the visit. The group leader is responsible for ensuring access to first aid during the visit and all staff must know the procedure for alerting emergency services if needed.

### **Supervision**

Group leaders are responsible for ensuring that there is appropriate supervision for any off-site visit. Decisions on staff/student ratios are based on:-

- Gender, age and ability of group
- Students with SEND
- Nature of activities
- Experience of adults and group leader
- Duration and nature of the visit

Each visit is assessed separately but, as a general rule, the following minimum ratios should be used:-

Low risk local visits on foot	1:20
Low risk local visits by coach/minibus	1:18

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Medium risk visits/low risk visits (not local)	1:15
High risk visits/medium risk visits (not local)	1:10

All adult supervisors must understand their roles and responsibilities at all times, particularly with regard to students who may require closer supervision. Qualifications of external providers will be checked using the Evolve service.

During all visits, a school mobile will be carried and the number will be provided for students who will be made aware of rendezvous points and arrangements for the visit.

### **Students with SEND**

Students with SEND will not be excluded from visits and, in line with our vision of “Living Well Together in Dignity, Faith and Hope”, every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures which may need to be addressed in the planning stages.

### **Communication to Parents/Carers**

Information about Educational Visits is shared through the Academy newsletter and by letter with eligible students. The timescales for returning letters and payments vary according to the nature and cost of the visit. Parents/carers should be made aware of:-

- The date, times and costs of the visit
- The objectives of the visit, including curriculum links
- Name of the group leader and other accompanying staff
- The means of travel, including the name of any travel company used
- Details of accommodation, with security and supervisory arrangements, for residential visits
- Details of activities to be undertaken and how assessed risk will be managed
- Details of insurance taken for the group in respect of cancellation, accident, damage to property and medical support
- Equipment and money required on the visit

For overseas and residential visits, there will be information evenings to brief parents on the specific requirements of the visit. During the visit, contact may also be made with parents/carers to inform them of changes to arrival times or delays with transport.

### **Preparation of Students**

In line with our vision of instilling dignity, faith and hope, our students should have a clear understanding of what is expected of them during an Academy visit. They should be briefed on the behaviour that will be expected and the rules which will apply to the visit. During the visit, the group leader should brief students about any potential hazards and how they should act to minimise risk.

### **Personal liability and insurance**

The law places the Group Leader “in loco parentis”. Staff who take part in visits and activities outside Academy may feel concerned about the possibility of being held personally liable if an accident should occur. All Saints Academy, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and

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followed the Academy’s guidelines. All Saints Academy has Employers’ Liability Insurance and public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. This cover includes that vast majority of activities that could possibly occur on Academy trips. However any member of staff organising an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the Academy’s policy. An extension can usually be arranged. The Group Leader should ensure that she/he takes a copy of the Academy’s travel insurance with him/her on all but the shortest of visits.

All Saints Academy’s policy is to discourage staff from transporting students in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the Academy).

### **Financial Support**

Our vision of “Living Well Together in Dignity, Faith and Hope” ensures that we open as many opportunities to students, regardless of their background or family circumstances. We use disadvantaged funding to make opportunities available to all and, in addition, have a hardship fund to which parents/carers can apply as needed.

### **Expenditure**

The Group Leader is responsible for returning any unused monies to the Finance Officer. The Academy credit card should be returned (if it was taken), together with all related transaction vouchers. The group leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next Academy bill.

### **Related Academy Policies:**

- Curriculum Policy
- Pupil Premium Policy
- Personal Social Health Education & Citizenship Policy
- Hardship Policy