



LONG FIELD ACADEMY

Educational Trips and Visits Policy

Formulation date:	September 2013
Senior Team Responsibility: Educational Visits Coordinator	Vice Principal and EVC Co-ordinator
Governors' Reviewing Committee:	QSTLS
Reviewed:	May 2017
Next review date:	May 2018
Associated documentation:	Disaster Action Plan

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Purpose

The purpose of this Policy is to provide advice, assistance and support to group leaders when planning and Educational Visit.

Statement

An educational trip or visit has enormous potential for enriching both students and the Academy curriculum. Such enterprises, though demanding, are enjoyable experiences for both students and staff.

For the purpose of this Policy, an Academy trip or visit is defined as any occasion when a student or a group of students are away from the Academy site, undertaking an activity and are under the supervision of a member of staff. Also any adventure or high risk events which take place at the Academy site such as rewards evenings also need to be fully approved and risk-assessed.

Staff must not book any part of a trip or visit until it has been fully approved.

Introduction

Whilst on the trip please remember that all members of staff are responsible for the students in their care at all times.

The Academy believes in the undoubted value that trips and activities outside the structured curriculum can offer to a student's understanding and enjoyment of a subject as well as the social and cultural benefits they can provide. However whenever a visit takes place there are five key concerns:

- That the trip is properly organised well before the event takes place.
- That the activity is organised with student safety uppermost in mind.
- That the disruption to Academy life and the curriculum is minimal.
- That students not on the trip have suitable, plentiful and appropriate cover work so as not to disadvantage their learning.
- That the trip is financially sustainable for the Academy.

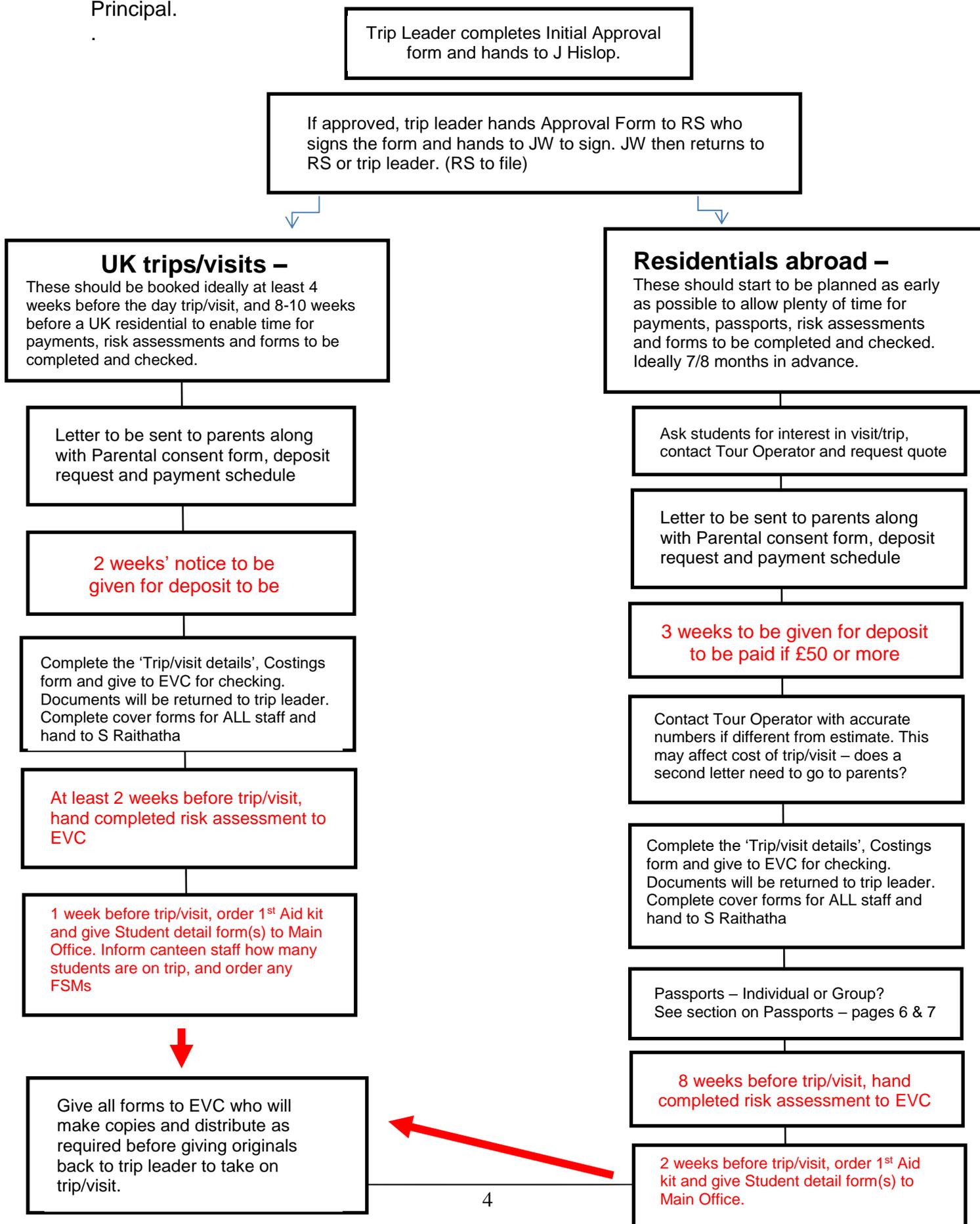
These guidelines have been designed to provide a framework of good practice in the organisation of off site visits and to identify a means by which they may be safely sustained and developed and therefore endorse them as a suitable procedure for both academies to follow. The need for clear, unambiguous regulations and guidance has to be set against the difficulty of framing statements to cover all eventualities. Every effort has been made to ensure that these guidelines are relevant to all off site activity and is set out in a way which follows a simple and effective process.

The guidelines will be reviewed and updated on an annual basis.

If you have any questions or concerns when planning your trip/visit, see the EVC in the first instance.

2. Process Flowchart for Educational Trips and Visits

The authorisation of trips and visits will follow a simple and streamlined process, managed by the designated Educational Visits Co-ordinator and approved by the Principal.



Staff must therefore ensure that:

- a) Trip leaders must begin by completing the 'Initial Approval Form', gaining approval for the trip/visit.
- b) All Group Leaders must have read the DfES "Health and Safety of Students on Educational Visits" (HASPEV) see <http://tiny.cc/2uprrw>
- c) All students in the year group are entitled to attend the trip/event if it is scheduled in curriculum time. They should only be exempted if:
 - Parents/guardians refuse them permission to take part.
 - It is a subject specific trip/visit/residential, e.g. History, German, French etc. and not all students take these subjects.
 - If they have a record of indiscipline which would cause an inappropriate level of risk.
 - Deadlines for parent paperwork/payments are not met without valid reason e.g. student absence.
- d) It is the responsibility of the trip leader to organise a "programme of study" for all those students who do not take part in a curriculum trip and for communicating this to the students in advance. Ideally, s/he should liaise with Curriculum Directors or cover staff to organise relevant work for the whole day(s). There should always be extra tasks provided for those children who work quickly. Work should be left with a/the remaining member of the department. The group leader must liaise with the Cover Manager. If an external supply teacher is used the work left on the classroom desk must be clear, detailed and set out in the form of a lesson plan with the relevant details for differentiation, student information etc.
- e) Discretion will be exercised concerning visits of a representative nature (i.e. those that do not involve the whole year group) and those that require some time off Academy to reach a destination for an externally fixed deadline.
- f) Any requests for a TA or other member of the support staff must be approved well in advance by his/her line manager.
- g) It is essential that a risk assessment must be carried out for all trips which will be approved and signed.

Risk assessments are due **at least 2 weeks before a UK day trip** takes place and **8 weeks before a UK/Abroad residential**. Late submissions shouldn't need chasing and is possible the trip will be disallowed/cancelled if the risk assessment form is not submitted to deadline.

Both the trip leader and deputy should have a copy of the risk assessment and each accompanying member of staff should sign the front cover of one copy of the risk assessments to confirm they have read and understood the document.
- h) At least one member of staff accompanying the visit must have minimum first aid skills including specific medical needs as required.

- i) Once the trip/visit is approved and the date is agreed, all proposed trips must be checked with the SLT and Educational Visits Coordinator. Only then may any firm or expensive plans be made using the Visit/trip Details form; this should be accompanied by the appropriate trip Costings form which detail a breakdown of costs to arrive at a cost per student.
- j) All Educational Visits are covered by the Academy Insurance policy.
- k) All student contact details, including correct parental names, work and home telephone numbers, transport details, itinerary and contact numbers for staff leading the trip must be copied and left in the Academy and a copy left with JW and RS. A copy must accompany the trip leader.
- l) All monies must be collected in line with the company cancellation charges, where applicable, or by the following dates:
 - Day Trips – at least two weeks before the trip.
 - Residential/Overseas Trips – at least ten weeks before the trip.

Financial hardship requests must go through the Business Director (JW) who will bring them to the SLT and will be considered according to consistent criteria (e.g. FSM, previous requests etc.). A trip organiser cannot authorise such a request in isolation.

- m) Two weeks before the trip (also the deadline for payments to be in, where no trip cancellation charges apply) the trip leader must submit a list of names of students going on the trip to the cover supervisor. A copy must also be placed on the staffroom notice board. Names can only be added to this list in exceptional circumstances.
- n) Any child with a special need must be given every opportunity to be included. Appropriate training from parents/outside agencies must be given.
- o) Any parent / carer / volunteer that accompany a trip must hold an enhanced Disclosure & Barring Service Certificate (DBS). The cost of the DBS will be the responsibility of the parent / carer / volunteer.

Passports and EHIC cards

Collective (group) passports – the application process for this takes around 6 weeks. As group leader you need to complete and application form, have collected photos of the students attending the trip and have a supporting letter from the Principal. Each student also needs to have a separate Parental Consent and and nationality form completed by their Parents/Carers. All forms are on Fronter.

You must fill in the application form on the computer, they will not accept hand-written copies.

See the link for information about applying for a group passport:

<https://www.gov.uk/collective-group-passports>.

Individual passports – though more expensive for parents, these are a more practical option for group leaders. Each student must have their own, valid passport. For Europe there isn't a minimum validity requirement on passports, as long as the trip is

covered but for USA each passport should have at least 6 months validity after returning from the trip.

EHIC cards – these are a recommended for travel to the countries below:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland

So that any healthcare which may be required will be free or at a reduced cost.

Apply for EHIC cards: www.ehic.org.uk

Don't use other websites as some charge for it.

Sports Fixtures

Sporting fixtures, whilst have to adhere to the same guidelines regarding Risk Assessments and Consent from Parents/Carers staff are **not** required to complete all forms for their regular fixtures. Staff should ensure that they have with them:

- Risk Assessments
- Contact details for all students on their trip

Staff should be aware of any medical needs students have.

Staff should leave a copy of Students' details and details of the fixture with a member of SLT for every fixture they attend.

The day of the Visit/Trip

Ensure you have:

- The Academy's mobile phone (if necessary)
- The first Aid kit and sick bags if travelling by coach.
- All of the necessary documents – Risk Assessments, Trip details form with emergency contacts on for the Academy, student details list, mobile phone list (if required)
- Any money/tickets you have. Remember to get receipts for anything you pay for whilst on the trip/visit.
- Left copies of all of the details/Risk Assessments with the Office, JW and RS.