



**The Kassia Academy**

Part of KINGS ACADEMY TRUST

# **TRIPS AND VISITS POLICY**

Last reviewed:

Sept 2024

Next review due by:

Sept 2025

*We do things differently.....*

# **H. E. R. E**

**HIGH STANDARDS    EMPATHY    RESILIENCE    EMOTIONAL RESPONSE**

## Contents

Aim of this policy .....	2
Scope and responsibilities .....	3
Establishment policy and procedures .....	3
Consent .....	3
Routine acknowledgement .....	3
Non-routine consent: .....	4
Specific consent .....	4
Medical information .....	4
Staff competence .....	4
EVC Training .....	4
Visit Leader Training .....	4
Planning and approval procedures .....	4
Visit Planning and Management System .....	5
Trust Board .....	5
Emergency Action Plan .....	6
Monitoring of visits and procedures .....	6
Charges for Off-site Activities and Visits .....	6
Inclusion & SEND .....	6
Safeguarding .....	6
Insurance .....	7
Transport .....	7
Appendices .....	7
Appendix 1 Trips and Visits .....	7
Appendix 2 Emergency Action Plan .....	8
Appendix 3: Trips and Visits Forms .....	9
Recommendations Form B .....	11
Total Number of Pupils .....	14
Additional Information .....	14

### Aim of this policy

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to normal school procedures, the code of conduct, and as detailed in Section 2 of this policy.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organized, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

## Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Head of School has appointed an Educational Visits Coordinator.

They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Coordinator is Nic Curran.

## Establishment policy and procedures

The Kings Academy Trust recognizes that it is the employer that retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through Warrington Borough Councils Evolve service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from Warrington Borough Councils Educational Visits Advisory Service.

## Consent

### Routine acknowledgement

Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day.

We will always aim to fully inform parents by the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details.

On occasions, a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

## Non-routine consent:

Written consent will be gained for those visits, which are non-routine visits and activities and those visits, which fall outside of normal hours. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

## Specific consent

Written consent will be gained for every individual visit, activity or series of a similar nature, which involve a higher level of risk including but not limited to longer journeys, residential visits

and adventurous activities. We will fully inform parents by of the nature of each visit, activity or series of a similar nature.

## Medical information

We will use the medical information on record alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

## Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

## EVC Training

The Educational Visits Coordinator will attend appropriate training and revalidation as required by the employer.

## Visit Leader Training

Visit leaders will be approved by the Head of School and will have attended appropriate training as required by the employer.

## Planning and approval procedures

Visit leaders should follow the Code of Conduct, Trips and Visits policy, Safeguarding Policy, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be

kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

## Visit Planning and Management System

All staff must follow the Academy's trips and visits procedures as detailed in Appendices 1, 2 and 3.

Failure to do so will mean a trip or visit will not be allowed to go ahead.

Disciplinary action could be taken if there is a failure to follow the trips and visits procedure or follow what is in the recommendations section.

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Multiple trips and visits requests, e.g. offsite PE and Forest School must be updated every term (including recommendations). No new trips can be added to existing trips as notes.

## Trust Board

As the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The Trust Board delegate the approval of these visits to Sarah Holmes at Warrington Borough Council.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits. Educational Visits Coordinator: All other routine visits, trips and curriculum activities.

## Emergency Action Plan

In the case of an incident during a visit, all members of staff will follow the establishment's incident management plan as detailed in Appendix 2.

## Monitoring of visits and procedures

Trust Board members will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

## Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance.

## Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favorably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

Risk assessments will be carried out to ensure that a pupil is safe to leave the school site on trips and visits.

## Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people,

then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures.

## Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer. We follow the local authorities' guidance. Accessed by all staff on EVOLVE docs vault.

## Appendices

### Appendix 1 Trips and Visits

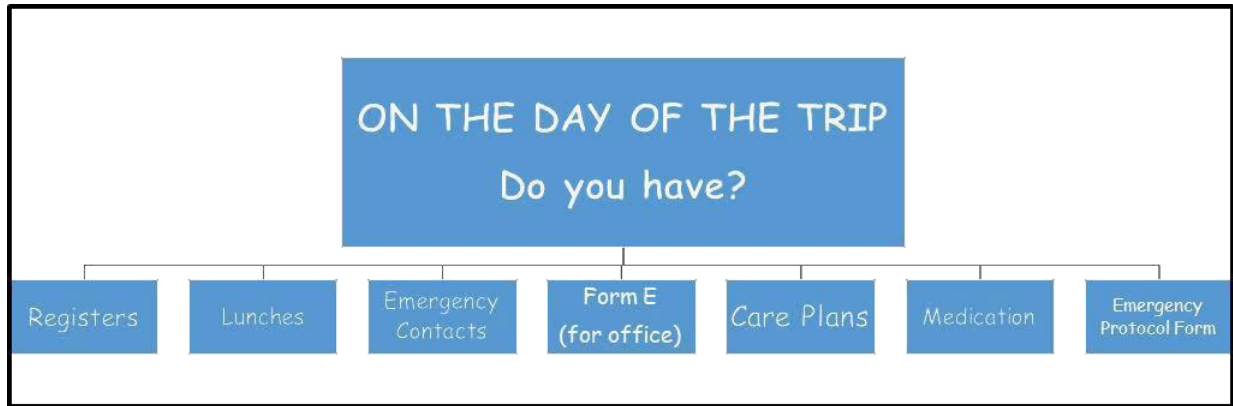
4 weeks before the trip:

- initial checks and requests
- Check school diary and cover/cost arrangements
- Complete forms A, C and D – take to Nic Curran
- Complete for B and submit to Nic Curran
- Complete any recommendations

2 weeks before the trip:

- Have you arranged/completed?
- Parental consent
- Staffing
- Risk Assessments
- Lunches,
- Site visit,
- Transport,
- All required forms,
- Registers

If answered yes to all of the above, complete online evolve and submit to Nic Curran

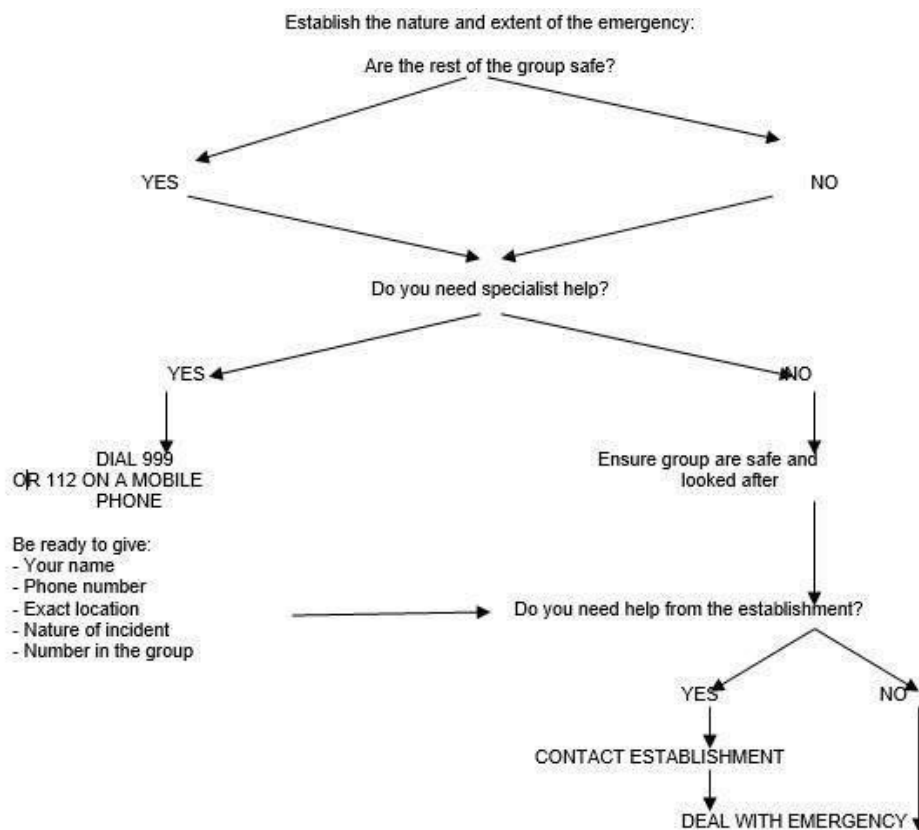


## Appendix 2 Emergency Action Plan

### The Kassia Academy Emergency Action Plan

**STOP! THINK! ACT! KEEP CALM** – Let the group know that you are in control.





- Administer first aid
- Ensure that a member of staff accompanies any casualty to hospital and that the rest of the group are supervised at all times and kept together.
- Identify who the nominated establishment contact is – this should be Executive Headteacher, Lindsay Regan, but in their absence, it will be another member of the Senior Leadership Team.
- Write down as many relevant facts as possible, witness details, preserve vital evidence.
- Keep written accounts of all events, times and contacts after the incident.
- Do not let anyone in the group talk to the media, do not give any names. Refer all media communication to Executive Headteacher Lindsay Regan or Head of School Karl Hanna or Deputy Head Nic Curran.
- No one in the group is to discuss legal liability with other parties.
- Complete an accident report form as soon as possible.

### **ESTABLISHMENT PHONE NUMBER – 01925 452010**

#### **Emergency out of hour's numbers**

**L. Regan – mobile  
number K**

**Hannah – mobile  
number**

**Nic Curran– mobile number**

#### **Appendix 3: Trips and Visits Forms**

**Trips and Visits Forms: To be used in conjunction with the Trips and Visits Flow Chart**

- Forms A, C and D: To be completed 4 weeks before trip and given to Nic Curran for initial approval.
- Form B: To be completed 4 weeks before the trip and given to Nic Curran
- Form E: To be completed and given to the office on the day of trip
- Form F: To be completed and given to Nic Curran 1 week after trip

**Trips/Visits Request Form A**

<b>Completed by:</b>	
<b>Trip/Visit to:</b>	
<b>Date of Trip/Visit:</b>	
<b>Subject/Area of focus</b>	
<b>Links to SDP</b>	
<b>Target group</b>	
<b>SMART outcomes</b>	
<b>Length of project</b>	
<b>Staff Involved</b>	
<b>Will pupils be withdrawn from lessons? If so, for how long and which lessons?</b>	
<b>Are there any pupils who cannot take part in the trip? If so, what alternative arrangements have been made?</b>	
<b>Cost/cover implications</b>	
<b>Trip/visit has been assessed and approved.</b>	

**Signed:**

**Date:**

## Recommendations Form B

**Trip Date:**

**Trip Times:**

**Pupils names (if whole class or year, you need to state which, e.g. 10J. If pupils from different classes, please list all names. See list**

[Additional Evolve Visit forms\class list updated 13](#)

**Staff names: (Identify First Aider)**

**Recommendations: (Including if social story is required)**

**Pupil's medical/physical needs have been considered and advised upon.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Address of venue:**

**Phone Number of venue:**

**Date of trip:**

<b>Time of trip:</b>	
<b>Generic Risk Assessment or Venue Risk Assessment?</b>	
<b>Reconnaissance or information gathering activity for venue:</b>	
<b>Type of visit:</b>	
<b>Parental Consent:</b>	
<b>Transport: (Delete those not used)</b>	
<b>Is an outside provider leading the activity?</b>	
<b>If you have tick yes, please fill in form R.A.1 or provide A.A.L.A license number -----  A.A.L.A is Adventurous Activities licensing Authority. (all providers must have one)</b>	

### Briefing the Pupils Form D

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

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If not, will another provider be offering additional appropriate equipment?

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Are the young people prepared for and physically capable of taking part in the proposed activity?

---

Is the programme suitable for all of the participants?

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Is there an alternative programme in the event of poor weather, for example?

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Have the young people been properly briefed on the activities they will undertake during the visit?

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The briefing may need to include:

- appropriate clothing and equipment
- rendezvous procedures
- safety risks of jewellery
- groupings for study or supervisory purposes
- a system of recall and action in emergencies
- agreed codes of conduct and behaviour
- significant hazards
- relevance to prior and future learning

<b>Pupil's Name</b>	<b>Class</b>	<b>Out</b>	<b>In</b>


Total Number of Pupils.....

Staff Name	Out	In

Additional Information

.....  
 .....

<u>Need to Take</u>	<u>Care Plans</u>	<u>Medication</u>

The Signing out Sheet MUST be completed and handed to the school office before leaving.

**Evaluation Form F**

<b>Did the trip/visit meet the targets set? How?</b>
<b>What outcomes did you achieve from the trip/visit? (SMART)</b>
<b>What alterations need making for next time?</b>
<b>Anecdotal/photographic evidence:</b>