



# **Trips and Visits Policy**

The Kassia Academy

**Last reviewed on:** October 2023

**Next review due by:** October 2024

## **SAFEGUARDING POLICIES CHILDREN AND YOUNG PEOPLE**

Our safeguarding policies are in place to help prevent children and young people up to 18 years of age being at risk of harm. The Kassia Academy advises the safeguarding policies are read in conjunction with each other. If you have any concerns or questions regarding policies, please refer to a member of SLT.

### **WORRIED ABOUT A CHILD/YOUNG PERSON**

If you are **worried about a child or a young person** being at risk of harm, please speak to the DSL or the Deputy DSL.

### **DO NOT IGNORE IT.**

#### **EXTREMISM/RADICALISATION**

All staff and Governors are to be familiar with the indicators of vulnerability to extremism and radicalisation and the procedures for dealing with concerns. Staff are made aware of the potential indicating factors when a child is vulnerable to being radicalised or exposed to extreme views. These include peer pressure, influence from other people or the internet, bullying, crime and anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial (damaging) behaviour and personal or political grievances. Staff to report any concerns to the Single Point of Contact (SPOC).

### **SAFEGUARDING /HEALTH AND SAFETY**

The Kassia Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At Kassia, we provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and we strive to provide this within our classrooms. All staff follow health and safety guidelines.

### **SPIRITUAL, MORAL, SOCIAL & CULTURAL**

The Kassia Academy work to prevent children and young people from developing extreme and radical views by embedding SMSC principles throughout the curriculum. During lessons, we strive to create a learning environment that promotes respect, diversity and self-awareness and equips all of our children and young people with the knowledge, skills, attitudes and values they will need to succeed in their future lives.

For more details, /information on Safeguarding, refer to the following documents:

- Keeping Children safe in education (statutory guidance for schools and colleges): September 2023
- Working together to safeguard children (A guide to inter-agency working to safeguard and promote the welfare of children: 2018
- Guidance for safer working practice for those working with children and young people in educational settings: October 2015
- Child Protection Policy (The Kassia Academy)

# Policy for Educational Visits, Outdoor Learning and Adventurous Activities

## **Introduction**

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.

## **THIS POLICY MUST BE USED IN CONJUNCTION WITH THE FOLLOWING DOCUMENTS:**

1. TRIPS AND VISIT STEPS (*Appendix 1*)
2. TRIPS AND VISITS EMERGENCY ACTION PLAN (*Appendix 2*)
3. TRIPS AND VISITS FORMS (*Appendix 3*)

## **1. 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 Headteacher 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 Gwyn Owen

## **2. Establishment policy and procedures**

### **The Kassia Academy Policy for Educational Visits, Outdoor Learning and Adventurous Activities**

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 Headteacher and will have attended appropriate training as required by the employer.

## **3. 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

## **4. 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.

## **5. 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.

## **6. 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. Appendices:**

Appendix 1: Trips and Visits Steps

Appendix 2: Emergency Action Plan

Appendix 3: Trips and Visits Forms



## **Appendix 1 Trips and Visits**

- 1. 4 WEEKS BEFORE THE TRIP – initial checks and requests**
- 2. Check school diary and cover/cost arrangements**
- 3. Complete forms A, C and D – take to G Owen**
- 4. Complete for B and submit to G Owen**
- 5. Complete any recommendations**

### **Evolve Procedures: November 2022 Update**

#### **2 weeks before the trip**

**Have you arranged/completed?**

**Parental consent, staffing, RA, Lunches, Site visit, Transport, all required forms, registers**

**If answered yes, complete online evolve and submit to G Owen**

**ON THE DAY OF THE TRIP**  
Do you have?

Registers

Lunches

Emergency  
Contacts

Form E  
(for office)

Care Plans

Medication

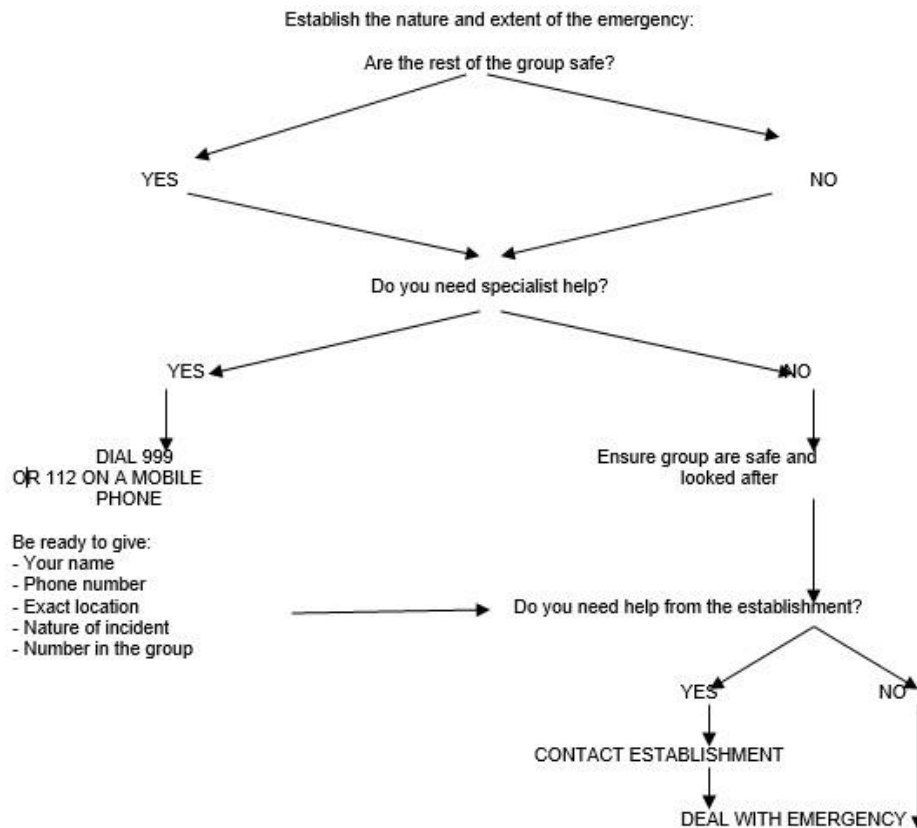
Emergency  
Protocol Form

**AFTER THE TRIP**  
Complete Form F: Evaluation

## 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 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 Headteacher Lindsay Regan or Deputy Headteacher or Gwyn Owen the establishment leads.
- 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**

**Gwyn Owen– 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 G Owen for initial approval.
- Form B: To be completed 4 weeks before the trip and given to G Owen
- Form E: To be completed and given to the office on the day of trip
- Form F: To be completed and given to G Owen 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:

### Trip/Visit Information Sheet Form C

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:

<b>Phone Number of venue:</b>	
<b>Date of trip:</b>	
<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?

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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

**Form E  
Signing Out  
Sheet**

Going

To.....

Date.....

.....

Time Out.....

Time in.....

Pupil's Name	Class	Out	In

**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**

**Did the trip/visit meet the targets set? How?**

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**What outcomes did you achieve from the trip/visit? (SMART)**

--

**What alterations need making for next time?**

--

**Anecdotal/photographic evidence:**

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