



## **Integrity, Fellowship and Endeavour**

### **Trips and Visits Policy**

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## **1. PURPOSE**

1.1 Farmor's School has a strong commitment to the added value of learning outside the classroom and beyond the school premises, while maintaining the safety and welfare of our pupils. We work hard to ensure fair access for all of our pupils, irrespective of disability or financial background.

1.2 Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims and ethos of the school. The range of activities for which the Governing Board (**GB**) has given its approval includes:

- School sports teams
- Regular local visits (places of worship, historical or geographical sites, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventure Activities.

## **2. RELATIONSHIP TO OTHER POLICIES**

2.1 This policy should be read in conjunction with other relevant documents, including:

- Health and Safety Policy
- Medical Conditions Policy
- Curriculum Policy
- SEND Policy
- Safeguarding Children Policy
- Charging and Remissions Policy
- Behaviour Policy

### **3. SCOPE, PRINCIPLES AND DEFINITIONS**

#### **3.1 Approval Procedure**

- 3.1.1 The GB has delegated the consideration and approval of offsite visits and activities to the Headteacher who delegates this responsibility to an Educational Visits Co-ordinator (**EVC**).
- 3.1.2 Before a visit is advertised to parents / carers the Senior Leadership Team (**SLT**) will approve the initial plan. Staff should follow the school procedure for proposing a trip which ensures consideration is given to safeguarding, other planned activities on the school calendar and finances.
- 3.1.3 To ensure safeguarding of pupils is given high consideration, the EVC will check and approve the completed plan and risk assessments for the visit before departure (requesting amendments if needed). Plans and risk assessment for all residential (overnight) trips, visits abroad and trips containing potentially hazardous adventure activities may also be checked by the Headteacher. All residential and hazardous activities will be submitted to the Safety, Health and Environment unit (**SHE**) at Gloucestershire County Council (**GCC**).
- 3.1.4 When planning an activity that will involve caving, climbing, trekking, skiing or watersports, the Visit Leader (**VL**) must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

#### **3.2 Staffing**

- 3.2.1 The school recognises that accompanying staff have a key role in ensuring the highest standards of learning, challenge and safety on a school visit.
- 3.2.2 Staff are encouraged and supported to develop their abilities in organising and managing visits. There is a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit.
- 3.2.3 Staff will be suitably qualified and experienced for proposed activities.
- 3.2.4 The school values and recognises the contribution of volunteer adults and parent / carer helpers assisting with offsite activities and visits. Any volunteer will be approved by both the EVC and VL. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, the school will ensure that the Disclosure and Barring Service (**DBS**) screening is undertaken for volunteers.

- 3.2.5 The appointed VL will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. Regular training for VLs will be conducted by the EVC. All VLs must have attended a training session.
- 3.2.6 Staff accompanying pupils on a trips and visits must not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

### **3.3 Risk Assessment**

- 3.3.1 The VL will identify the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and recorded in a risk assessment. Pupils will be appropriately informed via briefings should they be exposed to risks outside of their normal experiences.
- 3.3.2 Gloucestershire County Council approved documents should be used for all trips and emailed to the EVC at least one month before the trip.
- 3.3.3 Unless other appropriate measures are in place for trips with a low level of risk, the Visit Leader will ensure that one or more staff members have up to date First Aid training. As a minimum this will include the Educare Basic First Aid Training Module One.

### **3.4 External Activity Providers**

- 3.4.1 Where external third parties are involved in organising all or part of the visit, the contract will be with the school on behalf of the pupils. All payments for these visits will be made through the school accounts.
- 3.4.2 The VL will make appropriate checks before committing the school to the contract or appointing an operator to run an expedition. This will include seeking assurances about health and safety, accreditation and licensing, and written financial procedures for cancellations.
- 3.4.3 For all residential trips, visits abroad and trips containing potentially hazardous adventure activities (including World Challenge and Far Frontiers expeditions) all plans and risk assessments completed by both the school's VL and the external provider and checked by the EVC will also be submitted to the SHE unit at GCC for additional checks before approval.

### **3.5 Consent from Parents / Carers**

- 3.5.1 Written consent from parents / carers will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a pupil's education at school. However, parents / carers will be told where the pupils will be at all times and of any extra safety measures required.
- 3.5.2 Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form which will be used for this purpose and is returned by those with parental responsibility in September; this allows consent for trips throughout the academic year. The exception to this is for regular after school sports fixtures.
- 3.5.3 For all residential and foreign visits, parents / carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

### **3.6 The expectations of Pupils and Parents / Carers**

- 3.6.1 The school has a clear code of conduct for school visits (see Addendum) based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents / carers.
- 3.6.2 Pupils, whose behaviour is such that the VL is concerned for their safety, or for that of others, can be withdrawn from the activity before or during the visit. If this occurs during the visit, the VL will consider whether such pupils should be sent home early and parents / carers will be expected to cover any costs of the early journey home.

### **3.7 Emergency Procedures**

- 3.7.1 VLS will appoint two emergency staff contacts for each visit and these people will be given copies of all documents pertaining to the visit including VL contact details, itinerary, manifests of staff and students and copies of risk assessments. At least one of the emergency contacts will be a member of the SLT. If the other is not a member of SLT then the EVC will approve the suitability of the nominated contact.
- 3.7.2 For visits outside of school hours the staff emergency contacts will have copies of pupils' emergency contact information and medical information. All major incidents should immediately be relayed to the staff emergency contacts, particularly those involving injury or

that might attract media attention. VLs should familiarise themselves with the Educational Visits Critical Incident Plan.

- 3.7.3 VLs must book a school owned mobile phone and take it with them on the visit so they can be contacted by staff, pupils or parents / carers without having to divulge their personal contact details.

### **3.8 Financial contributions:**

- 3.8.1 The school's Charging and Remissions Policy applies to all visits. Trips can be categorised as either part of or an optional extra to the National Curriculum (or syllabus to a public examination).
- 3.8.2 For trips that are part of the National Curriculum (or syllabus to a public examination) Farmor's school will not charge parents or carers but may ask for a voluntary contribution.
- 3.8.3 Most activities and trips are complementary rather than essential to our curriculum. Therefore, parents / carers are asked for a voluntary contribution to cover costs equal to the total cost of the trip divided by the number of students attending.

### **3.9 Insurance:**

- 3.9.1 For all off-site activities run by Farmor's School, pupils and staff are covered for personal accident, travel and medical expenses by the school's AIG Europe Ltd insurance policy for up to £5m per incident. A small daily charge for this cover is included in the cost for the trip.

## **4. CONSULTATION**

- 4.1 This policy was written following consultation between staff, senior leaders and the SHE Unit at GCC. It was approved by the policy committee on behalf of the Governing Board.

## **5. MONITORING, REPORTING AND EVALUATION**

- 5.1 School trips and visits will be monitored closely by the EVC to ensure that they all adhere to the terms of this policy. Should issues arise that are not covered by the terms of this policy, the EVC will make recommendations to SLT and the GB for the amendment of the policy. A review will also occur every 3 years.



## FARMOR'S SCHOOL RESIDENTIAL TRIP



### STUDENT BEHAVIOUR CONTRACT

Whilst on any educational visit, students will be ambassadors of the school and their behaviour is therefore expected to reflect the highest standards and be in accordance with our school rules.

Your health, safety and welfare on this visit are of paramount importance to the school. This agreed code of conduct will ensure our visit is successful and enjoyable to all:

#### YOU MUST:

- Not take unnecessary risks.
- Follow the instructions of the group leaders and other supervisors.
- Dress and behave sensibly and responsibly at all times.
- Show courtesy at all times, but particularly when dealing with members of the public.
- Look out for anything that might hurt and threaten you or anyone in the group and tell the group leader or supervisor about it as soon as possible.
- Be punctual at all times, including bedtimes (as dictated by the staff responsible).
- Always wear a seat belt on the coach when provided and ensure that bags do not obstruct aisles.
- Carry identity cards/hotel information/local currency with you at all times.
- Use your personal safety skills should you be approached by anyone you do not know.
- Stay together with your group at all times (minimum numbers for a group to be decided by staff responsible). Members of a group are responsible for each other at all times.

**Note: No student should ever be on their own**

#### MOBILE PHONES AND MUSIC DEVICES

Students may take these as it is important that you are able to contact your group leader in the unlikely event that you become separated from your group. However, there will be certain times during the trip when we will require your full attention. Therefore, students may use these devices for listening to music or playing games only when we are travelling but NOT when staff, guides or instructors are talking to you and not during any designated activity.

Students take these devices at their own risk – they are responsible for them.

#### UNDER NO CIRCUMSTANCES CAN YOU:

- Consume, purchase or otherwise acquire alcohol.
- Smoke.
- Purchase or attempt to bring through customs any items that would not be permitted in school (including alcohol, tobacco, lasers, blow torches, flick knives, swords, fireworks, BB guns, toy guns, nun chucks or Ninja/Samurai paraphernalia etc.).
- Participate in any sexual activity.

**If there is any other significant violation of the school rules, the group leaders reserve the right to consider sending the pupil home, at the parents' expense.**

**Please complete and sign below to accept the terms of this contract.**

#### Student Behaviour Contract

Printed Student Name ..... Tutor Group .....

I have read the student behaviour contract for the school trip to ..... and agree to abide by it at all times.

Signed ..... (Student) ..... (Parent/Guardian)

Date .....