



Integrity, Fellowship and Endeavour

Trips and Visits Policy

Author:	Roger Eckersley
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Status:	Recommended

1. PURPOSE

- 1.1 Farmor's School has a strong commitment to learning outside the classroom and beyond the school premises. We work hard to ensure fair access to this 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. These include, for example:
 - School sports teams
 - Regular local visits (places of worship, historical or geographical sites, other local amenities)
 - Day visits for particular groups of pupils
 - Residential visits
 - Overseas visits
 - Adventurous activities.

2. RELATIONSHIP TO OTHER POLICIES

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
- Department for Education 'Health and safety on educational visits' 2018
- Behaviour and Exclusion policy

3. SCOPE, PRINCIPLES AND DEFINITIONS

3.1 Approval Procedure

- 3.1.1 The Headteacher delegates the operational responsibility for trips and visits 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 proposal. Staff should follow the school procedure for proposing a trip which ensures consideration is given to safeguarding, the benefits of the trip for pupils, 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). All residential trips, visits abroad and trips containing potentially hazardous activities will be submitted to the Health, Safety and Environment unit (SHE) at Gloucestershire County Council (GCC) and any advice or recommendations given or made by SHE will be incorporated into the plan and risk assessments.

3.2 Staffing

- 3.2.1 Staff accompanying pupils have a key role in ensuring the highest standards of learning 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 participating in trips and visits will be suitably qualified and experienced for the 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 Visit Leader (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 and all VLs must have attended a training session.
- 3.2.6 Staff and volunteers participating in a trip or visit must adhere to the Code of Conduct for Adults, at all times. In addition, specific GCC guidance for staff on trips is that they 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 Children not on Farmor's School roll

Children of staff members are permitted on our school trips in the following circumstances.

- Their attendance does not deprive a Farmor's pupil of a place.
- Their presence does not adversely affect the experience for the pupils (eg: poor behaviour or prioritising activities for staff children).
- The staff member is not directly responsible for their own child(ren) on the trip. For younger children a partner is required to accompany the trip and have responsibility for the child(ren). A child in the same year group as the pupils on the trip must be supervised by a different adult on the trip.
- Permission must be sought, giving a good reason, from the Headteacher, who will only give permission in agreement with the EVC and VL.

3.4 Risk Assessment

- 3.4.1 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 this will be recorded in a risk assessment. If pupils will be exposed to risks outside their normal experiences there will be an appropriate briefing.
- 3.4.2 GCC SHE unit approved documents should be used for planning all trips and emailed to the EVC for approval at least one month before the trip.
- 3.4.3 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.

3.5 External Activity Providers

- 3.5.1 Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for these visits will be made through the school accounts.
- 3.5.2 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, insurance and written financial procedures for cancellations.
- 3.5.3 For all residential trips, visits abroad and trips containing potentially hazardous adventurous activities all plans and risk assessments completed by both the school's VL and the external provider will be checked by the EVC. They will then be submitted to the SHE unit at GCC for additional checks before approval. Any advice or recommendations given or made by SHE will be incorporated into the plan and risk assessments.
- 3.5.4 Trip leaders will ensure they have access to the national emergency alert signal on their phone.

3.6 Consent from Parents / Carers

- 3.6.1 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.
- 3.6.2 Written consent will be requested for activities that need a higher level of risk management and those that take place outside school hours. The school has a standard form, which will be used for this purpose, including for after school sports fixtures, and is returned by those with parental responsibility in September allowing consent for the academic year.
- 3.6.3 For all residential and foreign visits, parents / carers will be invited to a briefing meeting (this may be online) where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

3.7 The expectations of Pupils and Parents / Carers

- 3.7.1 The school has a clear code of conduct for school visits based on the school's Behaviour and Exclusion Policy. Acceptance of the Student Behaviour Contract (Appendix 1) is part of the condition of booking by the parents / carers.
- 3.7.2 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. If pupils are to be sent home early, then parents / carers will be expected to collect them and cover any costs of the journey home.
- 3.7.3 Defiant behaviour by a pupil, either in school, or on a previous trip, may mean they present as a safety risk. A risk assessment will be completed and a decision could be made that a pupil will not be allowed to attend a trip. The EVC will make the final decision in these circumstances. Parents are not entitled to a refund of any monies paid in these instances.

3.8 Emergency Procedures

- 3.8.1 VLS will appoint two emergency staff contacts for each visit and these people will have access to copies of all documents pertaining to the visit including VL contact details, itinerary, manifests of staff and pupils details 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.
- 3.8.2 For visits outside school hours, the staff emergency contacts will have access to 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 EV Critical Incident Plan and the School Emergency Plan
- 3.8.3 Should a critical incident occur during a school trip or visit, pupils should be strictly directed to not contact home as this may cause unnecessary alarm and confusion. Contact with parents / carers will be co-ordinated by the VL once the facts have been established and the situation brought under control.
- 3.8.4 VLS should book a school owned mobile phone and take it with them on the visit so that they can be contacted by staff, pupils or parents / carers without having to divulge their personal contact details. Staff are not expected to use their personal mobile devices for educational visits.

3.9 Financial contributions:

- 3.9.1 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).
- 3.9.2 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.
- 3.9.3 Most activities and trips are complementary rather than essential to our curriculum. Parents / carers are asked for a contribution to cover costs equal to the total cost of the trip divided by the number of pupils attending. A trust fund is available to provide some financial assistance to those who require financial help, more details can be found [here](#).
- 3.9.4 Trip leaders aim to keep the trip costs as low as possible, whilst still providing a good experience for the pupils. Every trip leader submits a costing sheet, approved by the finance department, before individual contributions are requested.

3.10 Insurance:

- 3.10.1 The Department for Education's (DfE's) Risk Protection Arrangement (RPA) is a voluntary arrangement for academies and free schools. The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds.
- 3.10.2 Pupils and staff are covered for all off site activities run by Farmor's School by our RPA membership. This offers a variety of cover levels, mostly with a minimum of £10million, some unlimited. None of the cover is below £5million

4. CONSULTATION

This policy was written following consultation between staff and senior leaders. It was approved by the Governing Board's policy committee.

5. MONITORING, REPORTING AND EVALUATION

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 assisted by the terms of the policy, the EVC will make recommendations to SLT and the Governing Board for the amendment of the document. 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, cigarettes, vapes or controlled substances.
- 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 significant violation of these rules, the visit leader reserves the right to ask parents to collect their child, at their own expense.

Please complete and sign below to accept the terms of this 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 _____