



Integrity, Fellowship and Endeavour

Trips and Visits Policy

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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

- 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 Policy
 - Charging and Remissions Policy
 - Department for Education 'Health and safety on educational visits' 2018

3. SCOPE, PRINCIPLES AND DEFINITIONS

3.1 Approval Procedure

- 3.1.1 The Headteacher delegates the operational responsibility to an Educational Visits Co-ordinator (EVC – Assistant Headteacher Roger Eckersley).
- 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 and hazardous activities will be submitted to the Health, Safety and Environment unit (SHE) at Gloucestershire County Council (GCC)

3.2 Staffing

- 3.2.1 Staff accompanying pupils 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 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 (see appendix A). 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 not be:
- 3.2.6.1 under the influence of illegal drugs
- 3.2.6.2 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 role

- 3.3.1 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.
 - Written permission must be sought 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 of their normal experiences there will be an appropriate briefing.
- 3.4.2 SHE approved documents should be used for all trips and emailed to the EVC 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, and written financial procedures for cancellations.
- 3.5.3 For all residential trips, visits abroad and trips containing potentially hazardous adventurous 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.

3.6 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 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 allowing consent for trips throughout the academic year. The exception to this is for regular after school sports fixtures.
- 3.6.3 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.

3.7 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 Policy. This code of conduct will be 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 and parents / carers will be expected to cover any costs of the early journey home.
- 3.7.3 Defiant behaviour by a pupil, either in school, or on a previous trip, may mean they are not allowed to attend a trip. The EVC will make the final decision in this instance.

3.8 Emergency Procedures

- 3.8.1 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 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 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 EV Critical Incident Plan.

3.8.3 Should there be a critical incident, 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 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.

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 voluntary 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](#).

3.10 Insurance:

3.10.1 Pupils and staff are covered for all off site activities run by Farmor's School 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 of 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 GB policy committee.

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 assisted by the terms of the policy, the EVC will make recommendations to SLT and the GB for the amendment of the document. A review will also occur every 3 years.

Appendix A: Enrichment Activities Volunteers Guide

Thank you for volunteering your time to support Farmor's students learning outside the classroom. This document is designed to inform and support you in your role as a volunteer.

The Role:

As a volunteer you may be assigned a variety of tasks from the Visit Leader to help the trip or activity run smoothly with the following priorities:

- Keeping students safe
- Providing an enjoyable, informative and memorable experience
- Maximising learning opportunities

What we'd like you to do:

Your role should not involve any direct supervision of students without other staff present, unless in an emergency.

Your Visit Leader will thoroughly brief you before the activity on the specific role they wish you to have, it is likely to involve some interaction with students. You may be asked to support the Visit Leader, for example with: regular role-calls; a small group delivering parts of the curriculum you have knowledge of as an expert; liaison with venue staff for the group (eg theatre or museum staff).

Every adult working with students should be conscious of their position as a role model for young people. With this in mind please dress appropriately, refrain from using foul or coarse language and avoid speaking in a negative or derogatory way towards students.

Should you witness any unsafe student behaviour or incidents that concern you on your activity then report this to the Visit Leader immediately.

Health and Safety:

It is school policy that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils, staff and volunteers on school activities both on and off site.

The Visit Leader has assessed evident hazards and will have put in place control measures to mitigate against any significant risks for this activity. We ask that you comply with safety procedures (whether written or brought to your attention by other means) for your own protection, for the protection of those under your supervision and others who may be affected by your actions.

In an emergency situation the Visit Leader is in charge, please follow their instructions.

Safeguarding:

A key priority for Farmor's School is that all adults who work with our students take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

Should you hear, see or read anything which troubles you about a child whilst on this trip, do not ignore it, but report your concerns to the Visit Leader who will pass this onto Noelle Sturla, the schools Designated Safeguarding Lead.

Gloucestershire Safeguarding Children's Board www.gscb.org.uk or phone on 01452 583638

