

SCHOOL VISITS AND TRIPS POLICY AND PROCEDURES

Date approved: September 2018
Approved by: Principal
Frequency of review: Every three years
Last review: September 2018
Next review due: September 2021

INTRODUCTION

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances.

Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this and other reasons meticulous planning and organisation are essential.

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

As a responsible employer we understand our obligations to:

- assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Full details of our health and safety arrangements are available in the School's Health and Safety Policy.



TRAINING ON HEALTH AND SAFETY IMPLICATIONS OF SCHOOL VISITS

The Academy will ensure that staff are given the health and safety training they need for their job, including taking pupils off-site on school visits.

ROLE OF THE EDUCATIONAL VISITS CO-ORDINATOR

The Educational Visits Co-ordinator has oversight of all trips and responsibility for:

- the management of risks associated with educational visits
- ensuring that the planning of all trips complies with the requirements of this policy

The Educational Visits Co-ordinator is: **Sajid Hussain**

PROCEDURES FOR ORGANISING TRIPS AND VISITS

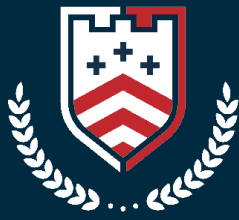
Approval

Details of all proposed trips and visits must be submitted first to the Educational Visits Co-ordinator for approval before detailed planning begins and before they are shared with other staff, parents and pupils. This is to ensure that:

- there is appropriate overall co-ordination;
- aims and objectives are stated;
- there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school;
- where appropriate it will be linked to work within school by preparation and follow-up activities;
- it is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes;
- regard is had to inclusivity; and
- regard is had to the impact on in-school teaching and learning and cover implications

Pupil to Staff Ratios

Pupil to staff ratios for school trips are not prescribed in law, those planning trips, should decide the ratios on the basis of risk assessment and consultation with the Education Visits Co-ordinator, taking into account the activity to be undertaken and the age and maturity of the pupils. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.



Risk Management

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Students learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer Cardiff Academy has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and Academy staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from the Academy, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Co-ordinator.

When planning and organising a school trip the following are required:

- The Educational Visits Co-ordinator's approval for the trip
- Risk assessments specific to the trip
- Review of the list of participating pupils
- Financial viability of the trip
- Regard to the Academy's Health and Safety Policy and health and safety advice from the DFE and the HSE
- Insurance cover
- Completion of parental consent forms for the trip (if required)
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas trips)
- All staff to be aware of the medical needs of any of the pupils (including medical emergency procedures)
- Consideration of the ratio of staff to pupils needed
- First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits are available at all times.
- Training needs of the staff on the trip considered and met
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident
- Details of the liaison contact at school in case of emergencies

- Emergency contact details for all parents and staff for the duration of the visit
- A list of all participants with details of pupil's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency.
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

TIMESCALES FOR PLANNING

All visits and trips must be booked at least four school weeks in advance of the event (for late applications due to third parties last minute offers, or sporting cup competitions consultation, must be sought with the Educational Visits Co-ordinator).

All applications must be accompanied by at least three key documents in order for them to be progressed. Applications made without these attachments will be returned to the Trip Leader.

These key documents are:

- a. The Risk Assessment tailored for the trip (proforma in appendix 1)
- b. The invite letter/instructions to parents/guardians/pupils with the arrangements for the event, trip or fixture being attended (proforma in appendix 2). This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules.
- c. A nominal roll with a list of pupils attending the trip,

ARRANGEMENTS FOR DAY OF DEPARTURE AND RETURN

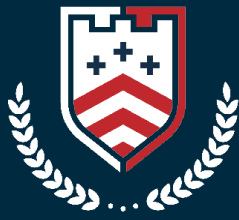
A member of the Senior Leadership Team must be assigned as the home contact.

On the day of departure an updated nominal roll is to be left with reception and staff members accompanying the trip should sign-out using the normal procedure.

ADVENTURE ACTIVITIES USING LICENSED PROVIDERS

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, The Academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.





PARENTAL CONSENT FOR OFF-SITE ACTIVITIES

Parents/carers will be asked to sign an annual generic consent form at the start of every academic year (see template at Appendix 6). This will cover their child's participation during the year in any off-site activities organised by the school which take place during school hours and sporting fixtures taking place during or outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided to enable an informed decision to be made.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. These include adventurous activities, residential visits, overseas visits and all trips that take place outside the school day.

INSURANCE

Students and staff participating in domestic visits and activities are covered by the Academy's Separate insurance will be taken out for domestic trips which include adventurous activities and for overseas trips.

The school will not accept responsibility for loss or damage to personal items brought on trips.

VOLUNTEERS

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.

ACCIDENTS, INCIDENTS AND EMERGENCY PROCEDURES

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults. They will follow the procedures set out in the School Emergency Plan.

REPORTING INJURIES AND ACCIDENTS

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The Academy is responsible for this, but staff may be asked to prepare the report.

The Academy will always report accidents reportable under RIDDOR including those which result in:

- deaths;
- specified injuries (under RIDDOR) ;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;

or where there is an accident connected to the work/school activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

EVALUATION

Following all residential visits and new trips there will be a process of feedback, review and evaluation. For residential trips this should involve pupils, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for pupils and can help the celebration of success as well as feeding into the planning of future visits. Any significant issues should be shared with the Principal and Educational Visits Co-Ordinator.

This Policy will be reviewed at least every three years by the Principal and the Educational Visits Co-ordinator.

Next due for review: September 2021.

Signed: 15 September 2018

Sajid Hussain, Head of Operations

Stephen Wilson, Principal

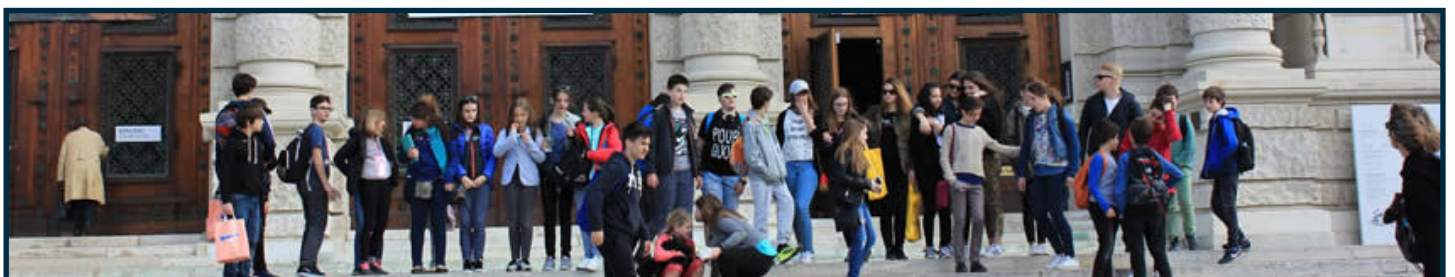
Appendix 1: Trip/Visit Risk Assessment Template

Appendix 2: Trip/Visit Permission Letter Template

Appendix 3: Trip/Visit Nominal Roll Template

Appendix 4: Trips Code of Conduct

Appendix 5: Trip/Visit Annual Generic Consent Form





APPENDIX 1:

TRIP/VISIT RISK ASSESSMENT TEMPLATE

Event Name:

Event Date:

Event Location:

Event Contact:

Number of Pupils:

Number of Staff:

SLT Contact Name & Number:

applicant, obtaining medical evidence and considering reasonable adjustments.

ACTIVITY

Outline of the activity pupils/staff will be participating in:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Injury to a pupil.	Pupils					
Pupil(s) become lost during the event.	Pupils					
Pupil's clothing is inappropriate for the activity.	Pupils					
Parent/Guardian does not know the whereabouts of their child.	Pupils/Parent s/Guardians					
Pupil has an asthma attack or an allergic reaction	Pupils					



Cardiff Academy

TRAVEL

Outline the travel arrangements to and from the event venue:.

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Pupil(s) become separated from the group while traveling.	Pupils					
Pupils may be injured on public transport	Pupils					
The vehicle being used for transportation is involved in an accident.	Pupils/Staff/Volunteers					
Pupils may be injured on public roads.	Pupils					



Cardiff Academy

SPORTING/ADVENTUROUS ACTIVITY

Detail the specific nature of the sporting/adventurous event:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Pupils may sustain a sporting injury.	Pupils					
Pupils may be injured in adventurous pursuit.	Pupils					

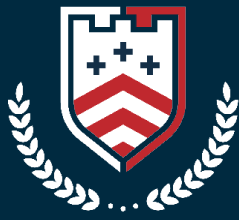


Cardiff Academy

EMERGENCY PROCEDURE

Please consult the grid below in the event of an emergency

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done!
The fire bell / evacuation signal is used during the event.	Pupils/Staff/Volunteers					
The venue is placed in lockdown.	Pupils/Staff/Volunteers					
Act of terrorism while using public transport.	Pupils/Staff/Volunteers					



Cardiff Academy

School Phone Number: 02920 409630

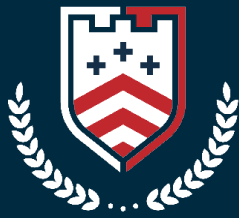
Emergency Services: 999

Educational Visits Co-ordinator: Mr Sajid Hussain, 07484 138497

Safeguarding

Designated Safeguarding Lead: Mr Sajid Hussain, 07484 138497

If you have a concern about a pupil or you receive information that leads you to be concerned that a pupil has been harmed or is at risk of harm or their welfare is being compromised you are required to act to ensure action can be taken to protect the pupil concerned. If the information you have indicates that the pupil has suffered harm or there is a high level of risk of potential harm (either from others or from themselves (for example self-harm)), immediately speak to the Designated Safeguarding Lead to report this and then as soon as possible make a written record on the school Concern Form and hand to the Designated Safeguarding Lead without delay. In all other instances, complete a Concern Form and hand it to the Designated Safeguarding Lead, reporting your concern as soon as possible, again do not delay.



APPENDIX 2: TRIP/VISIT PERMISSION LETTER TEMPLATE

[Date]

Dear Parent/Guardian,

Your son/daughter has been selected to attend a visit at location _____

This will take place on date between the times of _____

The purpose of the visit is learning outcomes _____

Event:

Date:

Time:

Venue details:

Transport details:

Items they will need to bring:

[Details of any adventurous other activities for which informed consent required]

For pupils attending this event we do request that they have their full school uniform to wear for the visit. Please return the permission slip below to the school office, confirming acceptance of the Trips Code of Conduct (attached).

Signature

Name

Role

Please return to the School Office

Permission Letter: Name of visit

I give permission for _____ to attend the above event/trip.

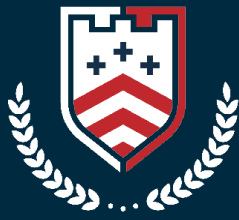
I am aware of and accept the terms of the school's Trips Code of Conduct and agree that my child will follow this whilst on this school trip. All pupils will return to the school following this activity. In case of emergency please contact:

NAME	RELATIONSHIP	DAYTIME TELEPHONE	MOBILE	EMAIL

MEDICAL INFORMATION:

Please give full details of any medical condition that your child suffers from and any medication your child should take during off-site visits:

Signed: _____ Date: _____ Name and relationship to child: _____



APPENDIX 4:

TRIPS CODE OF CONDUCT

In order to ensure a safe and successful trip for all, we expect pupils to behave in an acceptable and responsible manner. Pupils are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

Pupils will:

- a. abide by the Pupil Code of Conduct and Behaviour Policy, as if they were in school;
- b. listen to and obey instructions and rules from members of staff and centre personnel;
- c. behave in a sensible, courteous and respectable manner;
- d. remain always in groups of no less than three and adhere to times given for return to a meeting point;
- e. be responsible for their personal possessions and respect each other's belongings;
- f. respect the rights of others to enjoy their trip;

[Include for residential trips as appropriate]

- g. listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
- h. be punctual at all times;
- i. attend all activities, unless medically excused;
- j. remain in their allocated room or tent after curfew each evening
- k. be encouraged to speak to the staff present regarding any difficulties they experience on a trip, (rather than calling parents/carers).

[Include for trips abroad as appropriate]

- l. Respect local customs and culture

Pupils will not:

- a. behave in such a way as to endanger others;
- b. smoke, drink or buy alcohol;
- c. bring, purchase, have in their possession, or consume any illegal substances;
- d. bring, purchase or have in their possession any offensive weapon
- e. use mobile phones or other personal devices without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip).
- f. use social media without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip). Should an incident occur pupils should not post on social media or contact anyone prior to the school making all relevant parties aware (so that parents/carers of any pupils involved are informed by staff rather than hearing about the incident through other channels.

[Include for residential trips as appropriate]

- g. wear inappropriate or offensive clothing;
- h. enter other pupils' rooms or rents without permission
- i. bring, purchase or have in their possession any explosive material or anything which could cause a fire;

[Include for trips abroad as appropriate]

- j. purchase or bring home any restricted or offensive items including laser pens

SANCTIONS

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the party leader. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision or in extreme cases the pupil may be returned home either accompanied by an adult or to be collected by a parent/carer (in each case at the cost of parents/carers).

In addition, the school may take further action following the trip, including removing pupils from forthcoming trips (with the loss of any money that has already been paid for the forthcoming trips.)

Parents/carers may also be required to meet the cost of any loss or damage caused by a pupil which is not covered by the school's insurance.

APPENDIX 5:

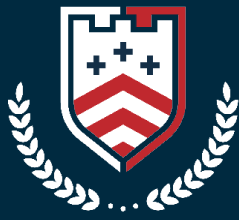
GENERIC CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form attached if you are happy for your child:

- a. To take part in school trips and other activities that take place off school premises during the school day; and
- b. To be given first aid or urgent medical treatment during any school trip or activity. Separate written parental consent will not be requested from you for the majority of off-site activities offered by the school as such activities are part of the school's curriculum and usually take place during the normal school day.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - all visits which take place during the school day
 - off-site sporting fixtures during and outside the school day
- The school will send you information about each trip or activity before it takes place
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity
- Please note that all residential/overseas/adventurous activities trips will require a separate consent, as will trips that take place outside the school day (except sporting fixtures). These will be sent out for each individual trip.



Cardiff Academy

Please be aware that we have high expectations with regard to pupil behaviour on school trips. The Trips Code of Conduct is given below and we expect all pupils to abide by this code at all times on school trips and other off-site activities. By signing the attached form, you are indicating that your child will follow the Trips Code of Conduct and that you are aware that sanctions will be implemented for failure to abide by the code.

Please complete the medical information section (if applicable) and sign and date the attached form if you agree to the above. Please notify us in advance if any medical condition changes.

TRIPS CODE OF CONDUCT

In order to ensure a safe and successful trip for all, we expect pupils to behave in an acceptable and responsible manner. Pupils are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

Pupils will:

- a. abide by the Pupil Code of Conduct and Behaviour Policy, as if they were in school;
- b. listen to and obey instructions and rules from members of staff and centre personnel;
- c. behave in a sensible, courteous and respectable manner;
- d. remain always in groups of no less than three and adhere to times given for return to a meeting point;
- e. be responsible for their personal possessions and respect each other's belongings;
- f. respect the rights of others to enjoy their trip;

[Include for residential trips as appropriate]

- g. listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
- h. be punctual at all times;
- i. attend all activities, unless medically excused;
- j. remain in their allocated room or tent after curfew each evening
- k. be encouraged to speak to the staff present regarding any difficulties they experience on a trip, (rather than calling parents/carers).

[Include for trips abroad as appropriate]

- l. Respect local customs and culture

Pupils will not:

- a. behave in such a way as to endanger others;
- b. smoke, drink or buy alcohol;
- c. bring, purchase, have in their possession, or consume any illegal substances;
- d. bring, purchase or have in their possession any offensive weapon
- e. use mobile phones or other personal devices without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip).
- f. use social media without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip). Should an incident occur pupils should not post on social media or contact anyone prior to the school making all relevant parties aware (so that parents/carers of any pupils involved are informed by staff rather than hearing about the incident through other channels).

For residential trips: wear inappropriate or offensive clothing;

- g. enter other pupils' rooms or tents without permission
- h. bring, purchase or have in their possession any explosive material or anything which could cause a fire;

Trips abroad as appropriate:

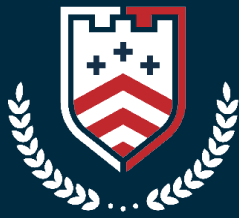
- i. purchase or bring home any restricted or offensive items including laser pens.

SANCTIONS

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the party leader. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision or in extreme cases the pupil may be returned home either accompanied by an adult or to be collected by a parent/carer (in each case at the cost of parents/carers).

In addition, the school may take further action following the trip, including removing pupils from forthcoming trips (with the loss of any money that has already been paid for the forthcoming trips.)

Parents/carers may also be required to meet the cost of any loss or damage caused by a pupil which is not covered by the school's insurance.



Cardiff Academy

Please return to the School Office

Generic consent form for school trips and other off-site activities 2017/18

Name of child:

Form:..... I am happy for my child:

a. to take part in school trips and other activities that take place off school premises during the school day;

b. to take part in off-site sporting activities that take place during or outside the school day;

and

c. to be given first aid or urgent medical treatment during any school trip or activity

I am aware of and accept the terms of the school's Trips Code of Conduct and agree that my child will follow this whilst on trips and other off-site activities.

In case of emergency please contact:

NAME	RELATIONSHIP	DAYTIME TELEPHONE	MOBILE	EMAIL

MEDICAL INFORMATION:

Please give full details of any medical condition that your child suffers from and any medication your child should take during off-site visits:

Signed: _____ Date: _____ Name and relationship to child: _____

Note:

We will use the information provided to update our records. Please let us know immediately if there are any changes during the year.