

RYHALL CE ACADEMY



POLICY STATEMENT TRIPS AND VISITS

Formulation date:	February 2015
Responsibility:	Curriculum Standards
Reviewed:	February 2017
Next Review Date:	January 2019

Associated Documentation:

Equality Act 2010

Health & Safety: advice on legal duties and powers, DfE, Feb 2014

Academy Policies:

Special Educational Needs

Charging and Remissions

Behaviour & Discipline

Safeguarding – Child Protection

First Aid

Managing Medications

Critical Incident Plan

Summary:

At Ryhall CE Academy we believe that educational trips and visits have enormous potential for enriching the school curriculum. Such enterprises, though demanding, can be enjoyable experiences for both students and staff. It is very important that all trips and visits are properly planned and organised and that all staff involved with school trips and visits and take all reasonable steps to ensure that risks are minimised.

It is emphasised that a culture of safety must prevail and there is need for careful planning and adherence to statutory procedures.

NON-STATUTORY

ETHOS STATEMENT

At Ryhall Church of England Academy:

- We will provide the very best education to ensure happiness and achievement for all; aiming for excellence in teaching and learning in order to achieve outstanding learning outcomes. We will celebrate success at every part of the learning journey, individually and collectively.
- We will work in partnership with parents, carers, schools, the church and other organisations to enable our pupils to become confident, responsible and lifelong learners, within their local environment, nationally and globally.
- We will continuously work towards keeping children safe by encouraging them to communicate effectively and through personal development, behaviour and welfare. We aim to prepare children for the excitement and challenges of the 21st Century.
- We are committed to the development of each individual child through a strong Christian ethos which encourages:
 - **endurance,**
 - **compassion,**
 - **friendship,**
 - **trust and**
 - **respect**all within the context of Christian belief and practice. We aim for children to:

'Look back with pride and move forward with confidence.'

1. Introduction:

- a. As a school, on such a small site we regularly take pupils off site on a weekly basis. Parents give consent at the start of each academic year to confirm that they are happy for their child to be taken off site for any regular curriculum based activity. This includes visits such as attending church for services and RE lessons, library visits, post office and local residence for the elderly, Francis Court.
- b. For the purpose of this policy, a school trip or visit is defined as any occasion when a pupil or group of pupils are away from the school site and local area, undertaking a school or holiday club activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word 'trip' will largely be used throughout this policy but where this occurs, please understand 'trip and/or visit', as appropriate.
- c. This policy pays attention to the following guidance:
 - children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them*;
 - it is important that children learn to understand and manage the risks that are a normal part of life*;

- common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity*;
- staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively*.

* Health & Safety: advice on legal duties and powers, DfE, Feb 2014, pg4

2. Rationale

- a. Ryhall CE Academy has a strong belief in the value of learning beyond the school day and out of the school premises. We demonstrate this to our Governors and others by taking part in carefully planned educational visits.
- b. We provide a broad and balanced curriculum that promotes spiritual, moral, cultural, social, mental and physical development and prepares young people for the opportunities and experiences of adult life.

3. Roles and Responsibilities

- a. The school is responsible for reviewing and revising this guidance on a regular basis and ensuring the provision of an **Outdoor Education Advisor** (currently Plumsun Ltd).
- b. The Outdoor Education Advisor is responsible for: providing advice on trips and visits to educational establishments, ensuring the provision of adequate training for Educational Visits Coordinators, approving Category C visits; monitoring and implementation of this policy.
- c. The **Headteacher** is responsible for ensuring that this policy and educational visits guidance is followed by staff including ensuring that they have or have access to, an appropriate Educational Visits Coordinator. The Headteacher's agreement must also be obtained before a visit takes place. The Headteacher will ensure that the Local Governing Body is aware of Educational Visits taking place via Headteachers reports.
- d. The Headteacher has nominated Mrs Claire Hicks as the **Educational Visits Coordinator (EVC)** and the Governing Body has approved this appointment. This person has attended an EVC training course (update every two years) on 24/09/15. The EVC's job is not to plan visits and trips for staff, but to guide staff through Health and Safety issues and to check legal regulations have been followed. They can then advise the Headteacher as to whether the trip can be authorised. The EVC has the responsibility to check the risk assessments and educational visit forms on the Plumsun website. The EVC will:
 - support the Headteacher and governors with approval and other decisions – complete and return Appendix 1 to Group Leader when submitted forms are approved;
 - ensure competent people to lead or otherwise supervise a visit;
 - organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
 - organise thorough induction of leaders and other adults taking pupils on a specific visit;

- in liaison with the Office Manager, ensure that DBS enhanced disclosures are in place as necessary;
 - ensure the group leader obtains the consent or refusal of parents, emergency contact for each child (Appendix 2) and provides full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
 - liaise with group leader to ensure there is an emergency contact for each visit;
 - brief the group leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
 - ensure that visit evaluation is used to inform training needs (Appendix 3). Further staff training should be made available where a need is identified;
 - review systems and, on occasion, monitor practice.
- e. Any teacher wanting to lead a trip will be known as the **Group Leader**; this person has responsibility for the supervision and conduct of the visit. A Deputy Leader should also be in place in cases of emergency. All prospective trips should be discussed with the Headteacher prior to development. It may be necessary for the Group Leader to prepare an outline including estimated cost and arrangements. Further work (on the visit) should not take place until approval is given. It is considered best practice that Group Leaders should complete Group Leader training; this took place for Mrs Jesson, Mrs Johnson and Mrs Carlton on 30th Nov and 7th December 2015. Once initial approval is given the Group Leader should:
- Log in (using personal login/password) to the Plumsun website
 - Complete a Plumsun visit approval form (Educational Visits)
 1. Select 'add' to create a new approval form
 2. Complete all the requested details
 3. Add appropriate risks assessments (if these are not yet complete for upload you can 'save for later' and add these when ready to submit)
 4. Remember to 'submit to another staff member for review' – Mrs Claire Hicks (EVC) in the first instance
- f. **Office/Administration staff** will support and assist with general administration of a trip e.g. calculating costs, making bookings, securing best value, sending and obtaining information to and from parents and preparing group lists, preparing financial statements, ensuring DBS checks are in place for all supporting adults, etc.
- g. Low risk and routine visits will be approved by the Headteacher. These visits must be submitted, at least 10 days before the visit takes place. The EVC will check risk assessments and educational visit forms after which the Headteacher will approve.
- h. All higher risk activities (adventurous, residential, and overseas i.e. category C) will be submitted to the Headteacher and the EVC at least 6 weeks prior to the trip. Once agreed the Headteacher will submit to Plumsun 4 weeks prior to the trip for approval.

4. Categories of Visits

CATEGORY A

Includes visits, journeys and environmental studies for which the element of risk is similar to those encountered in daily life.

- Environmental and country walks
- Field studies - non technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking - not in remote locations

CATEGORY B

Higher risk activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and/or location. The leader will be approved as competent by Plumsun or by the Education Visits Coordinator (EVC) following Plumsun guidance.

Where appropriate a National Governing Body Award (such as Award of Basic Expedition Leadership or NVQ in Activity Leadership) will be a measure of competence.

- Camping - not in remote locations
- Cycling - on roads or off road terrain not in remote locations
- Farm visits
- Low level initiative challenges
- Orienteering
- Swimming lessons in offsite swimming pools
- Zoo visits

CATEGORY C

Approval is required from the Outdoor Education Advisor (Plumsun) when schools are undertaking and of the following:

- residential visits
- overseas visits
- visits involving the use of water
- other visits which include a hazardous activity

Examples of potentially hazardous activities which will require approval by the Outdoor Education Adviser:

Abseiling
Adventure courses using Ropes
Archery
Ballooning
Bivouacking
Boating
Building sites
Camping in remote locations
Canoeing
Caving / Potholing
Field studies in high Hazardous environments (e.g. glacial, streams, beaches)

Flying
Gliding
Gorge or ghyll scrambling and River walking
Hang gliding
Horse riding / pony trekking
Kayaking
Mine exploration
Motor sports
Mountain biking in remote locations
Mountain walking / Scrambling
Night activities or activities in poor / reduced visibility

Paintballing
Parachuting
Parascending
Power boating
Quad biking
Rafting (white-water)
Rock climbing including sea level
traversing
High Ropes courses / adventure
playgrounds (including commercial
establishments)

Sailing
Shooting activities
Skiing and snowboarding (including
commercially organised trips)
Sub-aqua and snorkelling
Tobogganing
Unsupervised activities including
unaccompanied expeditions
Water skiing
Windsurfing
Winter mountaineering

5. Risk Assessments

- a. The aim of a risk assessment is to generate a culture of safety for your visit. This is a formal assessment of the risks that might be met on a visit.
- b. A risk assessment has 3 parts:

Generic Risk Assessment

- Can be in place and held on file.
- These are likely to apply to the activity wherever and whenever it takes place;
- Must be reviewed regularly.

Specific Risk Assessment

- The particular details for that trip.
- These will differ from place to place and group to group
- Add to the generic risk assessment.

On-Going Risk Assessment

- Keep looking and thinking all of the time during visit.
- These take account of, for example, illness of staff or pupils, changes of weather, availability of preferred activity.
- Ongoing risk assessments at the venue will need to be made by all supervising adults.

DO NOT RELY ON PREVIOUS OR PASSED-ON INFORMATION. DO NOT BE AFRAID TO MAKE DECISIONS RELATING TO SAFETY / SECURITY /WELFARE ON THE TRIP.

- c. Risk Assessments are usually carried out by group leaders. A risk assessment for a visit should be comprehensive - a specific risk assessment of the venue, travel e.g. coach travel and particular types of assessment. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. A preliminary visit is vital in gaining this information, preferably as close to the visit date as possible.
- d. Risk assessment should be based on the following considerations:

- What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - Can the group leader put the safety measures in place?
 - What steps will be taken in an emergency?
- e. The group leader should also take the following factors into consideration when assessing the risks:
- the type of visit/activity and the level at which it is being undertaken
 - the location, routes and modes of transport
 - the competence, experience and qualifications of supervisory staff
 - the ratios of teachers and supervisory staff to pupils
 - the group member's age, competence, fitness and temperament and the suitability of the activity
 - the special educational or medical needs of pupils
 - the quality and suitability of available equipment
 - seasonal conditions, weather and timing
 - emergency procedure
 - how to cope when a pupil becomes unable or unwilling to continue
 - the need to monitor the risks throughout the visit.
- f. Educational visit information and relevant forms are all stored on the Plumsun website and each member of staff has a password to access the site. Staff must ensure they have completed relevant paperwork and prepared/ planned for an alternative plan (Plan B) as well as emergency procedures.
- g. Plumsun provides the school with a range of generic risk assessments for educational visits including coach travel and road crossing which then need adapting to the trip. However, there is always a necessity to complete a specific risk assessment for the whole trip. Risks need to be assessed as low, medium or high and examples are provided below.

Low

- Uneven paths
- Walking on grass

Medium

- Steep Steps
- Road Traffic
- Crossing Roads

High

- Height above ground
- Near water
- No hand washing facilities on farm or zoo trips
- Risk of being bitten i.e. when feeding animals
- Adventure play with no safety surface

All residual risk ratings above low need to be discussed with the EVC coordinator or Headteacher.

Visit <http://www.plumsun.com> for more information and for risk assessment templates. Generic risk assessments that have already been completed can be found on the school server: Z Drive/Staff/Health & Safety/Risk Assessments

6. Staffing and Ratios

- a. For all visits the visit leader, EVC and Headteacher must make a judgement regarding the number and suitability of staffing on an specific visit after considering the following factors:
- the type, level, and duration of activity;
 - the nature and requirements of individuals within the group, including those with additional needs;
 - the experience and competence of staff and other adults;
 - the venue, time of year and prevailing/predicted conditions;
 - the contingency, or 'Plan B' options.
- b. We will ensure that, during any trip/visit there is a sufficient ratio of adult supervisors to pupils. Pupil to adult ratios are not prescribed in law. The following are suggested minimum levels of supervision (adult:child):

	EYFS (4-5 yrs)	KS1 (5-7 yrs)	KS2 (8-11 yrs)
Day Visits (local & distant)	1:5	1:7	1:10/15
Residential visits – UK	1:5	1:6	1:8/12
Residential visits - abroad	1:5	1:6	1:8
A minimum of 2 adults is required in the UK and 3 adults abroad, for all Residential Visits; the ratio of qualified staff to be considered carefully during risk assessment.			

- c. A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied with the levels of supervision.
- d. With a mixed (gender) party it is desirable that there should be teachers or other responsible adults of each gender accompanying the group.
- e. Where adult helpers are involved, necessary checks should be undertaken. Schools will need to ask adult helpers to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). The DBS acts as a central access point to criminal records information held on the Police National Computer and to the national Childrens' Barred List (formerly List 99) which contains details of people considered unsuitable to work with children. All helpers should be briefed as necessary to ensure they are able to assist effectively.

7. Emergency Controls

- a. The school has developed emergency procedures for educational visits. These are amended for as necessary for each visit.

- b. The school will appoint a member of the SMT as the emergency school contact for each visit. All major (critical) incidents will be reported to this person, especially those involving injury or that might attract media attention (see Critical Incident Plan).
- c. The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.
- d. The Group Leader will take a copy of the Emergency Procedure with them.

8. Parents: Communication and Consent

- a. The Group Leader will ensure that parents/carers are given information about the purpose and details of the visit and are invited to any briefing sessions (for longer or more adventurous visits).
- b. Ryhall CE Academy will seek annual consent for educational visit that take place within the school's normal hours, for example, visits to local amenities, environmental studies and sporting fixtures. If these visits are likely to extend beyond school hours, adequate advance notice will be given by the school. For all other visits consent will be obtained on an individual basis.
- c. If the parent/carer withholds consent absolutely the pupil will not be taken on the visit. The curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.
- d. Pupils can only go on the visit if the signed consent form has been received.
- e. If the parents give a conditional consent the Headteacher will need to consider whether the child may be taken on the visit or not.
- f. The Group Leader will explain to parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

9. Pupils: preparation for a trip

The group leader must decide what information should be provided to pupils and how to present the information, they must be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group;
- emergency procedures;
- rendezvous procedures.

10. Participation

a. CONCERNS REGARDING BEHAVIOUR

Pupils whose behaviour is such that the group leader is concerned for their safety (or the safety of others), will be withdrawn from the activity with or without notice. If a child receives three 'red referrals**' (or more) in any one term (i.e. approx. 6 weeks), their place on any planned trip may be denied. Parents may request (in writing) for this to be re-considered by the Headteacher. If the request leads to the child being offered a place with conditions in place, parents/carers will be made aware that any deposit paid (up to full payment) may not be refunded if the child is subsequently refused attendance on the trip because of continued poor behaviour. On residential visits the Group Leader will consider whether such pupils will return home early – no refunds of monies paid will be given except in the case where the school is reimbursed for the remainder of the planned programme of activities. This information will be communicated to parents/carers in writing and during briefing sessions (for longer trips). Where a child is refused attendance on any trip, alternative plans for their education will be made in school; attendance at school will be expected.

** Red referrals relates to the school's behaviour management procedures (traffic lights); when a child is placed 'on the red' this equates to a red referral.

b. PUPILS WITH SPECIAL EDUCATIONAL OR MEDICAL NEEDS

We will work with parents/carers to accommodate the needs of pupil's specific needs. We will give consideration to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage. These will be written into our risk assessments.

c. INCLUSION

At Ryhall CE Academy we are committed to giving every child an opportunity to fully participate and achieve the highest standards regardless of their age, gender, sexual orientation, ethnicity or language, attainment or background. We recognise that there is a diversity of special needs including learning, health, behavioural, emotional and physical.

We define inclusion as "a process which recognises and values diversity, promotes a shared vision for community cohesion and supports the participation of individuals in the life of the community."

APPENDIX 1

CONFIRMATION FROM EVC FOR VISIT TO GO AHEAD

To be completed by the EVC

To the Group Leader:

- Approval is given. I have studied the submitted application and am satisfied with all aspects including the planning, organisation and staffing of this trip.

Please ensure that I have all relevant information including a final list of group members, details on parental consent and contact details at least seven days before the party is due to leave (Appendix 2).

Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the group visit returns (Appendix 3).

- Approval is not yet given as insufficient information is submitted for the approval of the planned trip.

Details of any subsequent changes should be re-submitted to me on the Plumsun website.

Signed: _____ Date: _____

EVC full name: _____

APPENDIX 2: SUMMARY OF INFORMATION ABOUT PUPILS PARTICIPATING IN A VISIT

	FORENAME	SURNAME	CONTACT NAME	CONTACT PHONE NUMBER
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
12				
13				
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30				

*If any child requires medication (please asterisk *, separate details must be kept by the Group Leader*

APPENDIX 3**EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER – submit to EVC**

Name of trip:	
Group Leader:	
Number in Group:	Boys: Girls: Other adults:
Date(s) of Visit:	
Purpose(s) of Visit:	
Venue:	
Commercial Organisation:	

Please comment on the following features (where applicable):

Rating out of 10

Comment

	Rating out of 10	Comment
1. Pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Minor incidents to report (including 'close calls' not involving injury or damage):		

General Comments (including any administration of first aid given):

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Signed: _____ Date: _____

Print name: _____