ENDEAVOUR ACADEMIES
POLICIES

INSPIRING FUTURES

PRIMARY SCHOOL ARCHIBALD

TRIPS AND VISITS

Macmillan Academy Post 16 Macmillan Academy PRIMARY SCHOOL ARCHIBALD

POLICY DETAILS

Policy title	Trips and Visits Policy
Staff name and job title	Mr S Cowgill – Headteacher
Organisation:	Archibald Primary School
Policy version number:	1.1
Approved by headteacher:	November 2024
Date of next review:	November 2027
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of Review	Date of Next Review	Comments	Approved by
1	November 2024	November 2027	Revised policy	Headteacher
1.1	September 2026	November 2027	Updated Headteacher	Headteacher

1.0 INTRODUCTION

Outdoor learning, educational visits and adventurous activities have a vital part to play in the implementation of a rich and compelling curriculum, and in achieving our aims to provide a whole education, promote pupil health and wellbeing, and inspire pupils for future employment.

2.0. SCOPE

This policy applies to all Learning Outside the Classroom activities: educational trips and visits that take pupils off site or remove pupils from timetabled lessons, or extend beyond the normal school day, and to activities involving additional risk management (such as outdoor learning), or activities involving external staff. All these activities are subject to the school's approval process and must be approved in Evolve before they can take place. This policy applies to all school staff responsible for the implementation of these activities. This policy does not apply to:

- Physical Education (PE) activities. Where PE takes place off-site, only the journey to and from the venue is covered by National Guidance.
- Routine travel between home and the school
- Alternative provision

3.0 AIMS

This policy sets out the procedures to ensure that all trips, visits, and events are well planned. This policy adopts OEAP National Guidance and government guidance on trips and visits:
https://oeapng.info/about-national-guidance/
https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits

4. ROLES AND RESPONSIBILITIES

The role of the Governing Body is that of a 'critical friend' to enable and ensure the safe and effective running of activities.

The role of the Educational Visits Coordinator (EVC) is to ensure the school has policies and procedures for outdoor learning and visits that conform with the trust's guidance, they are responsible for ensuring that school staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits.

The EVC is the establishment's focal point for planning and monitoring visits and outdoor learning. They should work closely with Visit Leaders. The EVC should be an experienced Visit Leader with sufficient status within the establishment to guide the working practice of colleagues leading outdoor learning and visits. Certain functions of the EVC may be delegated to an administrator.

A Visit Leader is the person who has overall responsibility for managing a visit, including for the health and safety of participants and staff, and the supervision, welfare, learning and development of the participants. They should work closely with the EVC when planning a visit and are responsible for deploying the Activity Leaders during a visit.

An Activity Leader is responsible for the management of a group (or subgroup) taking part in a specific activity within a visit, including for their supervision, health, safety, welfare, learning and development. They are responsible to the Visit Leader.

An Assistant Leader supports the Visit Leader or an Activity Leader and may be required to take over from them if necessary.

A Helper is a person (normally an adult) who has an agreed role during a visit, but who is not a Visit Leader, Assistant Leader, Activity Leader, or participant. For example, a Helper might be: an inexperienced member of staff; a parent; an apprentice, pupil or trainee; a carer.

External staff such as an external speaker should be identified within the event planning process and must be approved by the EVC or Headteacher.

5. THE APPROVAL PROCESS

All Learning outside the classroom (LOtC) events such as educational trips and visits that take pupils off site or remove pupils from timetabled lessons, or extend beyond the normal school day, and events involving additional risk management (such as outdoor learning activities), or events involving external staff are subject to the School's approval process.

This approval process must be carried out in Evolve, it is supported by the EVC. The Evolve software facilitates clear communication between staff involved in the planning and approval process. It creates a written record of the planning process as well as a register of the pupils involved in the activity. The approval process has two phases. Initially outline approval must be sought, no bookings or commitments can be made without outline approval. If this is granted, then more in depth planning can be carried out. When all planning is in place the activity must then be submitted for final approval. It is essential that Visit Leaders give sufficient notice for the planning and approval process to be carried out.

ALL ACTIVITIES MUST HAVE FINAL APPROVAL IN EVOLVE BEFORE THEY CAN GO AHEAD.

It is the responsibility of the Visit Leader to ensure approval has been awarded before embarking on their activity.

As part of the approval process consideration must be given to:

- Existing events on the school calendar
- The nature of the activity
- Risk assessment
- Coronavirus
- Approval and competence of staff to lead activities and visits
- Evaluation of external providers and venues
- Parental engagement and consent
- Pupil needs, information and data protection
- Finance
- Transport and logistics

Existing events on the school calendar - As part of the planning process the Visit Leader should check the school calendar for any activities that may clash. Consideration should be given to pupils preparing for and sitting assessments

The nature of the activity - Planning and provision should be proportionate and reflect the nature of the activity. Activities range from the routine activities that happen close to the school and involve no more than an everyday level of risk, to those at a further distance from the school, or that involve activities or locations that introduce additional risks or require staff with specialist skills. Off-site events within 20 miles of the school are considered local.

6. RISK ASSESSMENT

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

Visit Leaders are responsible for understanding the risks and are familiar with the activity that is planned. When a risk assessment is carried out by the Visit Leader the written document will note the significant findings of the assessment. This must be attached to the event form in Evolve. The visit leader and visit staff must read and be familiar with any risk assessments attached to the Evolve form relating to the event they are accompanying.

Adventurous activities are always run in partnership with organisations who work to the standards set by the LOTC Quality Badge and follow their strict risk assessments for these activities (e.g. Peat Rigg Outdoor Educations Centre, Carlton Adventure, Macmillan Academy).

7. STAFF

Staff must have the skills, status and competence needed for their role. They should understand the risks involved and be familiar with the activity.

Staff should have undergone Visit Leader training and have experience of supporting a visit before becoming a Visit Leader.

Visit Leaders must be accountable, confident, and competent to lead the specific visits or activities for which they are approved.

The staffing ratio for an activity is not fixed and should consider SAGE: competence of Staff, the nature of the Activity, the needs of the Group, and the Environment on with the activity will take place.

As a guideline:

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to 3 pupils in Early Years

In most instances any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

Residential trips with both male and female pupils should be staffed with a mix of male and female staff whenever possible. In the rare situation where this is not possible parents must be made aware in the visit letter.

Staff on trips and visits must meet the standards of the School Staff Conduct policy.

The purchase and/or consumption of alcohol is strictly forbidden for staff or pupils. This includes staff who are have down time and are not actively supervising pupils

8. EVALUATION OF EXTERNAL PROVIDERS AND VENUES

External providers and facilities may be chosen to support, enhance or supplement the school's own resources to maximise the outcomes from a visit. As part of visit planning, any external providers and facilities should be thoroughly researched and judged suitable to meet the establishment's and group's needs and requirements, and relevant safety standards.

A 'provider' means any person or organisation external to the school contracted to organise and/or lead all or part of a visit or activity.

A 'facility' is a venue or resource external to the school which we use for a visit, but which does not organise or lead any part of the visit. Any provider must meet acceptable standards of quality and safety, including any of the following areas that are relevant to the provider and the planned visit:

- Health, safety and emergency policies and procedures (including measures to prevent coronavirus infection)
- Use of vehicles
- Staff competence
- Safeguarding (including DBS checks if required)
- Accommodation
- Sub-contracting
- Public liability insurance (see below)
- Data protection (see below)

Confirming this may be as simple as checking that the provider holds appropriate accreditation. When the provider holds the LOtC Quality Badge and/or an AALA licence (if required) there is no need to seek further assurances from the provider about the safety of provision.

When a higher risk activity involves an external provider that does not hold suitable accreditation which covers all aspects of its provision, a provider statement must be completed, assessed, and attached to the Evolve form.

The aim of the provider statement is to ensure the external provider has the relevant qualifications and competence to carry out the activity. The Visit Leader should not normally ask for copies of providers' risk assessments but should seek any information specifically aimed at helping visit leaders to manage their visit. The Visit Leader must assess whether a venue should be visited prior to the activity. This will depend on the nature of the activity and the nature and number of pupils on the trip. Where possible an advance visit should be carried out for unfamiliar venues

9. PARENTAL ENGAGEMENT AND CONSENT

Parents and carers are asked to sign a blanket consent form for educational trips and visits when they enrol at the school. This consent covers all routine activities that occur during the school day. Parents and carers must always be informed by letter if their child is taking part in a trip or visit. When the activity requires a higher level of risk assessment or runs outside of normal school hours this must be made clear in the letter. Parents should have the opportunity to withdraw their child from an activity. Whenever appropriate for high risk and/or residential visits, a briefing meeting with parents, carers and pupils should be arranged. Expectations regarding behaviour and codes of conduct should be explained to parents, guardians and pupils.

10. PUPIL NEEDS, INFORMATION AND DATA PROTECTION

The school believes that LOtC activities can have a beneficial effect on all pupils and is committed to an inclusive approach.

Activities should be available to all, irrespective of special educational or medical needs or protected characteristics.

The Equality Act states that a school must not discriminate against a young person because of one or more of the protected characteristics. There is a duty to make reasonable adjustments.

Staff must have due regard to equality considerations whenever significant decisions are being made or policies developed. Consideration must be given to the equality implications from the start of the planning process, not as an afterthought.

Visit leaders should be aware that transgender pupils on residential visits may need support to resolve issues around accommodation, changing, toilet and showering arrangements. A solution should be agreed with the individual and parents on a case by case basis. Practical arrangements may include: access to neutral gender toilets; showers of the identified gender used by agreement at alternative times; a separate bedroom; a shared bedroom with other transgender young people of the same biological sex, or with friends where there is trust and understanding; sensitivity around changing areas. Agreement should be sought before any communication regarding shared rooms or facilities is made with other pupils and parents. For more advice staff should read section 4.4 of the OEAP national guidance or contact the school safeguarding team. Medical information is available for all pupils through SIMS. It is the responsibility of the Visit Leader to assess the needs of all pupils on their visit and to ensure that these needs are met. When appropriate the visit leader must brief visit staff on the visit regarding the individual needs of pupils.

Visit packs with essential information on pupils are required for all residential and overnight activities. Information about staff and participants, including recognisable photographs, is subject to data protection law.

Visit packs contain personal information and must be always kept secure. At the end of the visit all packs and personal information must disposed securely in confidential waste, or deleted from email.

Visit staff must meet the requirements of the school GDPR policy with respect to data handling and the taking/storing of images of pupils.

11. FINANCE

The school follows government and national guidance set out here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf
https://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity

The vast majority of activities run by the school are offered at no cost to pupils. The school may ask for a voluntary contribution from parents to support an activity. The school must not charge for:

- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Transport provided in connection with any educational visit of this type.
- Supply teachers to cover for teachers who are away from school on a visit

The school may charge for activities that are 'optional extras' such as:

- Education provided outside of school time that is not:
  a) Part of the National Curriculum.
  b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  c) Part of religious education.
- Board and lodging for a pupil on a residential visit.

The Visit Leader is responsible and accountable for the finance of the visit, including the budget and any petty cash taken on the visit.

The Visit Leader will ensure best value principles are used when purchasing goods and services, that appropriate checks are made, that insurance and financial procedures have been followed. No bookings may be made with third parties without approval of the Headteacher or EVC.

When School monies are taken on a visit receipts must be presented back to the School for any amounts spent. All planned spending on a LOtC activity must be approved in advance. Consideration will be given in exceptional circumstances.

12.TRANSPORT AND LOGISTICS

If multiple vehicles are to be booked, a record of the pupils and staff travelling in each vehicle should be made.

Each vehicle must have sufficient staff to supervise the pupils. Each vehicle must have a copy of the visit pack.

A record of departure and arrival times must be made in Evolve.

Use of personal vehicles is permitted providing that the member of staff is an approved driver and a number of specific documents have been submitted to the School in advance. Staff must provide the School with copies of DVLA car registration & MOT (if applicable), driving licence and business insurance.

Pupils will not travel alone with a member of staff.

<u>On the day of the visit:</u>

- Collect visits pack, first aid, mobile phone, food, water, etc.
- Brief visit staff on the aspects of the visit and the pupils.
- Brief pupils on the visit, include expectations regarding behaviour and conduct.
- Leave a register of pupils and staff at reception.
- On visits that span more than one day the Visit Leader should check in with the school (Senior Administrator or member of the senior team acting as contact) daily.
- On return to the school check in at reception.
- The visit leader is responsible for the safe dismissal/collection of pupils at the end of the visit.

13. IN CASE OF EMERGENCY

Visit Leaders must always carry a mobile phone. In the event of an incident or emergency the Visit Leader should follow the agreed Archibald Primary School Emergency Procedure.

- Assess the situation, incident or accident
- First Aid, Life Support, Group Management
- Emergency Services 999 (Police, Ambulance, Mountain Rescue as needed)
- Contact School Emergency Contact
- School Emergency Contact takes responsibility for contacting parents or next of kin
  All accidents and incidents should be reported using the standard Archibald Primary School incident reporting system upon return.
  Staff and pupils should be encouraged to report "near-misses" and these should be investigated to aid the risk assessment process.

14. OVERDUE GROUP PROCEDURE

This guidance is applicable to all who are involved in supporting the management of Learning Outside The Classroom, including, administration staff.

All learning outside the classroom experiences that take place away from the school site must have a due back time recorded (usually on the e-diary). It is the responsibility of reception to check that groups return. If a group is not back within 30 minutes of the expected time, immediately try to contact the Visit Leader using the contact numbers.

If contact is not made follow the Emergency Procedure.

It is the responsibility of the Visit Leader to contact the school if they know they are going to be late. Also, when estimating the return time staff should be generous with the time needed to allow for bad traffic.

15. MONITORING

The EVC should carry out a regular review of the activities held in the previous term and complete field observations of activities during the course of the year if possible.

16. EVALUATION

It is good practice that the Visit Leader writes an evaluation of the activity. If this is completed it can be added to the notes section in Evolve and marked for the attention of the EVC.

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