

# **Educational Visits and Academy Trips Policy**

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## 1.0 Policy statement

Dixons Academies Trust supports and encourages educational visits as enhancing the overall student experience by supporting the acquisition of powerful knowledge and development of cultural capital. Our mission is to challenge social and educational disadvantage and well-planned curriculum visits and cultural experiences are key to us achieving this.

The academy takes its duty to safeguard our children seriously (Keeping Children Safe in Education 2019) and the safety of all, is paramount. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the well-being of our employees is of equal importance to the safeguarding of our children.

## 2.0 Scope and purpose

The policy is written for all stakeholders and explains our approach to all aspects of managing educational visits, both in terms of risk assessment, compliance with Health and Safety legislation and our approach to charging. This policy has been designed in line with Department for Education and Health and Safety Executive guidance, and details our responsibilities for students and staff while out on educational visits. The policy should be read in conjunction with the following:

Dixons Academies Trust Policies:

- Charging and Remissions
- Child Protection
- Child Absconson
- Critical Incident
- Health and Safety

Other documents:

- Charging for Academy Activities DfE 2014
- Health and Safety on Educational Visits – DfE 2018
- Health and Safety: Advice on Legal Duties and Powers DfE 2014
- Academy Trips and Outdoor Learning Activities HSE (2011)

Evolve software:

- Driving Academy minibuses 'DfE (2013)'
- OEAP Website (eg guidance on ratios and supervision)
- DfE (Nov 2018) Health and safety on educational visits

## 3.0 Definitions

- 3.1 **'In loco parentis'** means that the group leader of any academy trip or educational visit has a duty of care over the young people in place of a parent.
- 3.2 **'Academy trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by Dixons Academies Trust which takes students and staff members off-site.
- 3.3 **'Residential'** means any academy trip which includes an overnight stay.
- 3.4 Activities of an **'adventurous nature'** include, but are not limited to, the following:
- trekking
  - caving
  - skiing
  - water sports
  - climbing
  - camping

## 4.0 Key roles and responsibilities

- 4.1 The Trust is responsible for:
- the overall implementation of this policy
  - ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity / national origin, culture, religion, gender, disability or sexual orientation
  - handling complaints regarding this policy as outlined in the Academy's Complaints Procedure Policy

- 4.2 The Governors and Executive Principals are responsible for:
- the authorisation of all adventurous, residential and overseas visit
- 4.3 The Principal is responsible for:
- the day-to-day implementation and management of this policy
  - liaising with the academy's Educational Visits Coordinator and communicating information regarding any planned trips to parents
  - ensuring the trip organiser has completed Evolve and has had it checked by the Operation and Business Manager and XXX
- 4.4 The Educational Visits Coordinator has overall responsibility for:
- quality assuring all risk assessments for trips
  - advising trip leaders on health and safety
  - advising the Principal on risk mitigation
  - ensuring an itinerary is created prior to an educational visit and ensuring parents are informed
  - agreeing a communication and emergency response plan
  - agreeing to an appropriate member of staff to be the designated leader of the trip
  - evaluating residential trips with the leader, students and parents on return
- 4.5 The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all young people on the trip.
- 4.6 Staff are responsible for:
- following this policy, and for ensuring all students do
  - ensuring the policy is implemented fairly and consistently
- 4.7 Students are responsible for:
- following instructions from staff while on academy trips
  - behaving in a manner which matches the high expectations of Dixons Academies Trust, and for following the rules set out in the Behaviour Policy

## **5.0 Training of staff**

- 5.1 Staff will receive training on this policy as part of their induction.
- 5.2 Staff will receive regular and ongoing training as part of their Continuing Professional Development.

## **6.0 Planning academy trips**

- 6.1 Prior to planning a academy trip, the following guidance should be read by organisers:
- DfE (2014) Health and Safety: Advice on Legal Duties and Powers
  - HSE (2011) Academy Trips and Outdoor Learning Activities
- 6.2 A through risk assessment will be conducted by the trip lead and approved by Educational Visits Coordinator or Operations and Business Manager, during the planning of the trip, to ensure student and staff safety.
- 6.3 The academy will do everything in its power to ensure that all students are given an opportunity to participate in trips, such as organising two trips with a smaller group size, or finding a venue which can cater for all students.
- 6.4 Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in the trip communication.

## **7.0 Risk assessment process**

- 7.1 Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 7.2 The process is as follows:
- identify the significant / foreseeable hazards
  - decide who might be harmed and how
  - evaluate the risks and decide on control measure
  - record findings and implement them
  - review assessment and update if necessary
- 7.2 An example of a risk assessment form is available in Appendix 3 ( your academy will have their version).

## 8.0 Safe use of minibuses (please refer to the Minibus policy)

## 9.0 Parental consent

- 9.1 Parental consent is not generally required for off-site activities that take place during academy hours, however, the academy will always inform parents of any visit.
- 9.2 Written consent is required for:
- activities of an adventurous nature
  - residential trips
  - foreign trips
  - trips outside of academy hours
- 9.3 If preferable and appropriate, parents may complete an annual or per visit consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the academy holidays.
- 9.4 Separate consent will be sought for trips which require payment.

## 10.0 Staffing ratios

- 10.1 There will be sufficient staff to cope with every visit / activity, this is based on a framework used for assessing requirements for each visit / activity for staffing ratios and supervision this called SAGED.
- Staffing
  - Activities
  - Group
  - Environment
  - Distance
- 10.2 A qualified first aider must accompany all visits.

## 11.0 Insurance and licensing

- 11.1 When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check that the provider of the activity holds a current licence.
- 11.2 Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 11.3 Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.4 Medical expenses will be recorded and stored in the academy office or with the academy nurse.

## 12.0 Accidents and incidents

- 12.1 In the case of accidents and injuries while on a academy trip in the UK, the academy's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 12.2 In the case of accidents and injuries while on a academy trip abroad:
- organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred
  - the first point of contact within the UK will be the Principal or Vice Principal who will contact the family of the injured person
  - students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
  - the British Embassy / Consulate will be informed
  - the insurer will be notified
- 12.3 The academy will keep written records of any incident.
- 12.4 Media enquiries will be referred to the Principal or Executive Principal if they are not available.
- 12.5 Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack.
- 12.6 Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 12.7 Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.



- 12.8 Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

### 13.0 Missing person procedure

- 13.1 The academy places student and staff safety as its top priority when participating in academy trips, either domestically or abroad.
- 13.2 Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 13.3 The trip leader will communicate with the venues of the academy trips to ensure the correct group sizes are planned for each setting.
- 13.4 When travelling with a student with SEND, if appropriate the lead will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with section 13 of this policy.
- 13.5 In accordance with point 15.8 of this policy, all people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.
- 13.6 All staff members will carry a mobile phone with them at all times.
- 13.7 Upon arriving at every venue, the trip leader will identify a rendezvous point, where Students and adults should go if they become separated from the rest of the group.
- 13.8 Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.
- 13.9 In the event someone goes missing whilst on a academy trip domestically or abroad:
- the trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing
  - the trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive
  - where possible, the venue will be notified of the missing person to help ensure the person is found quickly
  - if the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted
  - if the police are called, the trip leader should contact the Principal, or other available person, back at the academy and inform them of what has happened
- 13.10 If a member of the party has gone missing and is subsequently found, the trip leader will:
- review the group sizes and staffing ratios to ensure no one becomes separated from their group
  - review whether more registers should be conducted throughout the day
  - assess which venues they attend to ensure they are suitable for the group
  - make recommendations to the Educational Visits Co-ordinator to ensure similar incidents can be avoided in the future
- 13.11 If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 13.12 If the missing person cannot be found, the group will return to academy; if this is not possible, e.g. when a trip is taking place abroad, the designated lead will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

### 14.0 Exclusion on the grounds of behaviour

- 14.1 It may be reasonable to exclude a young person where their behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the leaders. The Equality Act protects people from discrimination and harassment based on the 'protected characteristics'. Where a young person has a behaviour difficulty that is not associated with a protected characteristic then it is unlikely that the Equality Act applies.
- 14.2 When a young person is excluded on these grounds, you should consider providing alternative ways of achieving the same learning outcomes.
- 14.3 Where there is some doubt about including or excluding a young person on the grounds of their behaviour, the following points should be considered:
- identifying the issue at the earliest stage of planning
  - involving all interested parties
  - establishing a behaviour management plan with agreed action points that may enable inclusion on the visit
  - establishing behaviour targets and timescales to be met to allow inclusion, or trigger a decision to exclude
  - providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues
  - ensuring that what is expected of staff is reasonable and within their competence
  - recording this process

## 15.0 Students with SEND

- 15.1 Where possible, activities and visits will be adapted to enable Students with SEND to take part.
- 15.2 Where this is not possible, an alternative activity of equal educational value will be arranged.

## 16.0 Finance

- 16.1 The financial procedures outlined in the Academy's Charging and Remissions Policy will always be followed when arranging trips.
- 16.2 The academy will act in accordance with the DfE's guidance document 'Charging for Academy activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of academy time which is not:
  - part of the national curriculum
  - part of a syllabus for an examination that the student is being prepared for at the academy
  - part of religious education
- 16.3 Money for academy trips will always be paid directly to the academy. Under no circumstances should trip money be processed through personal accounts.
- 16.4 All letters to parents regarding academy trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.
- 16.5 In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the Executive Board on the matter, taking into account the cost to the academy, including alternative provision costs.
- 16.6 In the event that a student cancels their place on a trip, it is at the Educational Visits Co-ordinator discretion as to whether a refund is given to parents. The Principal will consult the Finance Department on the matter, taking into account the student's reasons for cancelling their place, whether the Academy will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else.
- 16.7 The Principal will take a common-sense approach to refunds and cancellations, ensuring that all Students are treated equally.
- 16.8 Any charge made in respect of students will not exceed the actual cost of providing the trip, divided equally by the number of students participating.

## 17.0 Foreign trips

- 17.1 Validity of passports and visa requirements will be dealt with within 3 months of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 17.2 Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 17.3 Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.4 Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.5 Registers will be taken at the start and end of each day, as well as before, during, and after, events and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.
- 17.6 Staff will check the town / city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 17.7 A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 17.8 At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

## 18.0 Monitoring and review

- 18.1 The effectiveness of this policy will be monitored continually by the Executive. Any necessary amendments may be made immediately.
- 18.2 The Trust Board will review this policy annually.
- 18.3 The scheduled review date for this policy is.

## Appendix 1 – Annual consent form for all educational visits and academy trips

Please sign and date the form below if you are happy to give consent for your child,

- 
- a) to take part in academy trips and other activities that take place off academy premises; and
  - b) to be given first aid or urgent medical treatment during any academy trip or activity if necessary

**Please note the following important information before signing this form:**

- the trips and activities covered by this consent include:
  - all visits, including residential trips, which take place during the holidays or over a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the academy day
  - all off-site activities for nursery academies
- the academy will send you information about each trip or activity before it takes place.
- you can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity
- written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy’s curriculum and usually take place during the normal academy day

Please complete the medical information section below (if applicable) and sign and date this form.

**Medical information**

Details of any medical condition that my child \_\_\_\_\_ suffers from and any medication my child should take during off-site visits: .....

.....

**Signed**.....      **Date**.....



## Appendix 2 – Consent form for specific educational visits and academy trips

| Educational visits consent form  |  |
|--|--|
| Student details  | Visit details  |
| Name:  | Destination:   |
| Form:  | Date:  |
| Date of birth:   | Time:  |
| Home telephone number:   | I acknowledge the need for my child to behave responsibly <input type="checkbox"/> |
| Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b>   |  |
| When did your child last have a tetanus injection?   |  |
| If your child is taking medication, please give details, including whether it can be self-administered:  |  |
| Is your child allergic to any medication? YES / NO. If yes, please specify:  |  |
| Please give details of any special dietary requirements and the type of pain / flu relief medication your child may be given if necessary:   |  |
| Family doctor:   | Telephone number:  |
| Address:   |  |
| I am happy to let my son / daughter make their own way home  | <input type="checkbox"/>   |
| I will collect my son / daughter at 4.30 pm from _____   | <input type="checkbox"/>   |
| <p>I give permission for my child to participate in the above academy visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the academy visit. I understand that my child is covered by the academy's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the academy of any change in the circumstances outlined above.</p> <p>Signed: _____ Date: _____</p> |  |

|                                |   |
|--------------------------------|---|
| Parent name in BLOCK capitals: | Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: |
| Address:                       | Name:   |
|                                | Telephone number:   |
| Telephone number:              | Relationship to student:  |



## Appendix 3 – Educational visits and academy trips risk assessment

|                          |                           |  |
|--------------------------|---------------------------|--|
| Assessment conducted by: | Job title:                | Covered by this assessment: Teachers, teaching assistants / volunteers / supervising adults and Students |
| Date of assessment:      | Review interval: Annually | Date of next review:   |

| Related documents   |
|---|
| Health and Safety Policy, First Aid Policy, Academy Emergency Procedure, Personal Emergency Evacuation Plan, Educational Visits and Academy Trips Policy, Code of Conduct, Coach Travel Risk Assessment, Train Travel Risk Assessment |

| Risk rating   |  | Likelihood of occurrence |          |            |
|---------------|--|--------------------------|----------|------------|
|               |  | Probable                 | Possible | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill-health       | High (H)                 | H        | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid | High (H)                 | H        | Medium (M) |
|               | <b>Minor</b><br>Causes physical or emotional discomfort.               | M                        | L        | L          |

I give permission for my child to participate in the above academy visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the academy visit. I understand that my child is covered by the academy's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the academy of any change in the circumstances outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



| Areas of concern              | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom?  | Deadline | Residual Risk rating following action<br>H/M/L |
|-------------------------------|--------------------------------------|--|---------------------|-----------|----------|--|
| Policy and procedures         | H                                    | <ul style="list-style-type: none"> <li>Written procedures for ensuring the health and safety of students and staff members are in place. They are agreed by the Trust Board and reviewed annually.</li> <li>Existing risk assessments are in place based on knowledge, experience and training.</li> </ul>   | Y                   | Principal |          | M  |
| Inadequate leadership         |                                      | <ul style="list-style-type: none"> <li>Trip leaders are trained, experienced and competent.</li> <li>All adults in the group have clearly defined roles and responsibilities.</li> <li>The trip leader is experienced in class visits.</li> <li>The trip leader visits the venue prior to the class visit to identify potential dangers.</li> </ul>  |                     |           |          |  |
| Hazards specific to venue     |                                      | <ul style="list-style-type: none"> <li>All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures.</li> <li>Students are briefed regarding: <ul style="list-style-type: none"> <li>expected behaviour</li> <li>'no-go' areas</li> <li>meeting points</li> <li>meeting times</li> <li>contacting staff in an emergency</li> <li>emergency procedures</li> <li>emergency contact details</li> </ul> </li> </ul>             |                     |           |          |  |
| Lost group members            |                                      | <ul style="list-style-type: none"> <li>Large groups are divided into smaller groups with adequate supervision.</li> <li>Name checks are conducted at each rendezvous point.</li> <li>An established contingency plan is in place for dealing with a lost group member.</li> </ul>  |                     |           |          |  |
| Transport                     |                                      | <ul style="list-style-type: none"> <li>A reputable coach company, preferably one the academy has experience working with, is used.</li> <li>If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport.</li> </ul>  |                     |           |          |  |
| Confrontation with the public |                                      | <ul style="list-style-type: none"> <li>All students are briefed on expected code of conduct.</li> <li>A buddy system is used to ensure students are responsible for each other and that Students are never alone.</li> <li>Students are told what to do if approached inappropriately by a stranger.</li> <li>When travelling on public transport, seats are booked in advance and group seating is secured.</li> <li>Adult leaders will sit at both ends of the block of students.</li> </ul> |                     |           |          |  |



|                             |  |   |  |  |  |  |
|-----------------------------|--|---|--|--|--|--|
| Car parks                   |  | <ul style="list-style-type: none"> <li>• Adult leaders are first off and on the coach / minibus.</li> <li>• Students are led quickly and safely in a line to an area free from vehicles.</li> </ul>   |  |  |  |  |
| Emergency away from academy |  | <ul style="list-style-type: none"> <li>• All emergency contacts are up-to-date.</li> <li>• The allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions of students.</li> </ul> |  |  |  |  |

