



Educational Visits Policy

Policy Code:	SW11
Policy Start Date:	September 2017
Policy Review Date:	September 2020

Please read this policy in conjunction with the policies listed below:

- HS2 Medical Treatment Policy
- HS4 Health and Safety Policy
- Critical Incident and Business Continuity Plan
- SW5 Safeguarding and Child Protection (Promoting Students' Welfare) Policy
- SW10 Charging and Remissions Policy

1 Policy Statement

- 1.1 This policy shall apply to all students, employees and volunteers of The Priory Federation of Academies Trust.
- 1.2 This policy outlines the manner in which educational visits will be managed and adheres to the DfE guidance *Health and safety: advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies. February 2014.*

2 Responsibility and Implementation

- 2.1 It is the responsibility of all employees to adhere to this policy. The implementation of this policy on an operational level is the responsibility of the Senior Leader responsible for educational visits in each Academy.

3 Introduction

- The Priory Federation of Academies Trust believes that educational visits can complement the teaching and learning experience and provide students with valuable outside knowledge and understanding in order to enhance their educational and personal development.
- It is essential that the guidelines are read carefully by all concerned in approving, organising, leading or supporting educational visits and outdoor education activities. However, no guidelines can be expected to cover or predict every eventuality, and leaders must therefore be flexible in their approach and prepare to adapt or change their plans where necessary, according to the needs of their group or their situation. Effective and efficient leadership and management skills are vital to the success of off-site activities.
- This document provides a guidance framework to follow if planning to organise such a visit, and the appendices contain the relevant forms. This document sets out information relevant to visits for all levels, including Years 12 and 13.
- The following activities can be defined as an educational ‘visit’:
 - Adventurous activities using licensed providers
 - Adventurous activities not using a licensed provider
 - Residential activities during school time
 - Residential activities in holiday or weekend periods
 - Subject-relevant field studies
 - Overseas residential visits
 - Exchange visits
 - Day visits to the Continent

- Day or part-day visits using transport
- Day or part-day visits on foot
- Off-site sporting activities during school time or out of school hours
- Off-site swimming pool visits.
- Where Academies are mentioned throughout, this also includes the Robert de Cheney Boarding House at The Priory Academy LSST, The Keyworth Centre at The Priory City of Lincoln Academy and the Early Years setting at The Priory Witham Academy, as well as the Trust's French Centre.

4 Educational Visit Co-ordination

Each Academy will nominate a responsible member of the teaching staff to fulfil the role of Educational Visit Co-ordinator (EVC) – this individual will be responsible for collating all Educational Visit Risk Assessments and any other relevant documents for their respective Academy. Staff should consult with the Educational Visits Co-ordinator for appropriate guidance.

The nominated EVC should be granted sufficient time and resources to carry out their function successfully, and it is advisable to handle the administration centrally within the Academy, in case of staff absence.

5 Visit Categories

When considering the planning of an Educational Visit, the risk factor should be a priority.. Consideration must be given to how much risk the staff and students are being exposed to and the likelihood that accident or injury could occur during the normal course of the activities.

Category	Example of visit / activity / risk	Approval Procedure / Requirements
A	<p><i>Low Risk:</i> Visits and journeys with risks similar to that of every day life, e.g. Historic sites, museums, local walks, theatre, fieldwork in the locality.</p>	Head of Academy or EVC approval depending on Academy procedures. Group leader approved by Head of Academy.
B	<p><i>Medium Risk:</i> Outdoor/Adventure Activities in more remote areas having an element of risk Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB qualification for leaders/instructors.</p>	Head of Academy and EVC approval. Group leader approved by Head of Academy.

C	<p><i>Higher Risk:</i></p> <p>All activities in, on, close to water. (Excluding the Academy's normal swimming programme for which separate guidance exists).</p> <p>All visits abroad.</p> <p>All recognised hazardous activities.</p> <p>Activities with significant Health and Safety concerns.</p> <p>Activity leaders require recognised NGB qualifications.</p>	<p>Head of Academy and EVC approval.</p> <p>CEO to be informed and approval sought if appropriate.</p> <p>Supported by appropriate forms.</p> <p>Forms to be forwarded at least 2 months before intended date of visit (UK) or 3 months if abroad.</p>

6 Procedures and Planning

There can be no substitute for efficient and effective planning – communicating and making arrangements well in advance will ensure the success of an Educational Visit and will minimise potential disappointment due to lack of availability, etc.

Staff intending to take students on an educational visit should follow the guidance provided within this policy, and should review their documents even when making a repeat visit (as circumstances will have changed from year to year).

6.1 Planning Ahead

Preliminary discussions must first be held with the Subject Leader / Pastoral Leader, as appropriate, dealing with;

- The aims and objectives;
- The target group. (Some students may not be able to attend EV as a result of poor behaviour, so checks will be made with relevant teaching staff before finalising details);
- Dates – ***check with the Academy EVC of the academies calendar at this stage – confirm later;***
- Staffing – ***discuss with the Deputy Head / EVC numbers required at this stage – confirm later.***
- Possibility of cover from within the subject area;
- Financial implications – the School Trip – Finance Schedule for Approval in appendix 1 of this document must be returned to the Academy Finance Officer;
- Confirm insurance and travel cover with the Federation;
- Ensure that all staff and students have or are able to obtain passports or consider whether a group passport is more appropriate..

The timing of the visit is important; staff should always aim for as little disruption to lessons as possible and ideally no more than one visit requiring cover should normally run on any one day.

7 Feasibility

The feasibility of all visits must be fully discussed with the Academy EVC and all details explained. Permission for the visit to go ahead must be sought from the EVC, who will discuss it with the Senior Leadership Team (SLT) and seek approval for the visit to go ahead, if this is appropriate. Once permission for the visit has been given, the person responsible will enter the visit on the Academy Calendar.

8 Risk Assessments

8.1 A risk assessment must be carried out by the visit leader, to consider the following:

- Identification of hazards;
- Who might be affected;
- How can risks be reduced to an acceptable level;
- Can these measures be implemented;
- What contingency plans can be put into place if all else fails;
- Number of students involved;
- Age, sex and ability;
- Previous experience of group on visits;
- Time of day and time of year;
- Travel arrangements;
- Hazards of environment being visited;
- Numbers, experience and quality of accompanying staff and volunteers;
- Nature of the activity;

A copy of this should be given to the Academy EVC. A copy of the risk assessment sheets can be found on Sharepoint – please contact the Federation should you require further guidance.

In the event of an accident or serious occurrence during a visit, the Trust's Critical Incident and Business Continuity Plan (CIBCP) should be adhered to. A copy of this document must be made available to all Academy staff attending the visit.

- 8.2** A medical risk assessment must be completed by the visit leader and submitted to the Academy EVC before the visit departs. This must be done in a timely manner to ensure any medical arrangements or additional staffing can be put in place. The Trust is committed to providing all students with medical conditions the same opportunities as other students.

All staff attending off-site visits should be aware of any students on the visit who have medical conditions.

If a student participating in a visit has a medical condition, the visit leader should be aware of the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If applicable, the visit leader should refer to the student's Individual Medical Care Plan. Further information is provided in HS2 Medical Treatment Policy.

9 Voluntary Help

Volunteer helpers may be used provided that the Head of Academy and the EVC agrees with the choice of person. If the visit is residential, a DBS check is required to ensure suitability. If the visit is non-residential it is at the Head of Academy's discretion as to whether or not a DBS is required. Please see HR16 DBS and Safeguarding Policy for further information.

The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities. They must know what their role is and understand that they have a responsibility to ensure that they carry out that role. It is the responsibility of the visit leader prior to the visit to brief the volunteer as to their role(s) and responsibilities.

Where the Academy has identified volunteers well in advance of a visit, supervised opportunities should be found for those volunteers to meet the students and to get to know their names. Volunteers must understand that they have a responsibility to follow the instructions of the visit leader.

10 Supervision

- 10.1** The level of supervision will always depend on the type of visit being made, the numbers and abilities of the students and other variables such as the weather, the time of day and the age of the students. Staffing needs will often be

determined by the risk assessment, including the medical risk assessment. Staffing ratios must be discussed with the Academy's EVC and will vary from visit to visit. As examples, the following ratios might apply:

- Theatre and museum visits, non-hazardous activities – 15:1
- More hazardous activities, activity centres – 10:1 or 12:1
- Trip abroad – 10:1 with a minimum of **two adults of opposite sexes if a mixed party.**

There must be at least two members of staff, male and female preferably, if the group is mixed sex and on a minibus journey. It is exceptional for only one member of staff to supervise a visit/trip and this must be approved by the Head of Academy due to the implications of procedures in an emergency.

Some organisations/venues will demand their own student-staff ratios and the visit leader is responsible for compliance.

The term 'adult' will normally refer to teachers and Pupil/Student Support Assistants currently employed by the Academy. Parents/Carers, governors and former members of the teaching staff, frequently accompany students on off-site visits as additional adults, in which case, it is the responsibility of the visit leader to acquaint them fully with the terms of this policy, any duties of the supervision which they be asked to bear and risk assessments that have been carried out.

DBS clearance for accompanying adults depends on the type of contact they will have with students. All adults on residential visits and visits abroad must be DBS checked. Please see HR16 DBS and Safeguarding Policy for further information.

NB: If any member of staff is accompanied by a member of their own family under the age of 16, that member of staff is not included in the supervising adult ratio.

- 10.2** The visit leader is responsible for making sure that each participant has a clear understanding of what to do in the event of delay or an emergency.
- 10.3** For Early Years Foundation Stage (EYFS) visit leaders must comply with the DfE's guidance on staff-child ratios, which is set out in the *Statutory framework for the early years foundation stage*. For educational visits there must be at least as many adults to children as there would be in the classroom.

11 Equipment and Clothing

- 11.1** The visit leader is responsible for indicating to parents/carers and students clothing and equipment which is deemed necessary or appropriate for the visit, paying particular attention to current advice in respect of protection from over exposure to the sun. **11.2** Sufficient notice should be provided to allow for necessary items to be obtained, but it should be stated that it is the parents/carers' responsibility to ensure that their son/daughter is properly equipped. In cases of financial difficulty the Academy will provide some items of equipment on loan, if these are available.
- 11.3** The visit leader is responsible for ensuring that equipment guidelines laid down for specific subjects or activities are adhered to. The visit leader has the right to refuse participation to any student refusing to comply with equipment guidelines or whom they feel is improperly equipped.

12 Insurance

The visit leader is responsible for checking with the Head of Academy and the Assistant Estates and Facilities Manager, that the Academy's insurance policy covers the specific requirements of the visit. If this is not the case, the visit leader, through the Head of Academy and Assistant Estates and Facilities Manager, must ensure that extra insurance is taken out.

The visit leader must be aware of the required procedures in the event of a claim and is responsible for taking the necessary action.

13 Transport

- 13.1** Minibuses – Please refer to HS3 Transport and Vehicles Policy.
- 13.2** Hired transport – only reputable companies should be used. Seat belts should be provided and worn at all times. The students' conduct and behaviour are the responsibility of the accompanying staff. The highest standards of conduct are expected. Staff must carry out a regular litter check.
- 13.3** Private use of cars - Extreme caution should be exercised over the use of private cars, both of parents/carers and staff. Where such transport is to be used, drivers must be confident that vehicles and drivers are legal. The following details need to be current:
- Valid driving licence.
 - Vehicle road fund licence and MOT certificate.
 - Vehicle insurance valid for carrying passengers on a school off-site visit.

- If the driver has any points on their licence approval must be sought from the Head of Academy to drive the minibus or any personal vehicle used to transport children.
- Volunteer drivers must sign the declaration indicating that all of these requirements are in place and this must be given to the Academy EVC prior to departure.
- Where teachers offer their services, they must ensure that they have appropriate insurance cover for conveying students during the course of their professional duties.
- The visit leader must confirm with the Academy EVC that all staff who may be required to drive are eligible for the terms of the Trust's insurance policy, and hold the appropriate entitlement(s) on their licence. Parents/carers or teachers should not be reimbursed for the use of their vehicle as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.
- Parents must always be informed that it is intended to use private transport to convey their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme cases, a student may have to be found a suitable alternative activity in the Academy if a parent/carer does not wish for their child to be conveyed in a private vehicle.

14 Charging

The Academy should not impose a charge for any visit that occurs during the Academy day. However, it is permissible to ask for a voluntary contribution. Parents/carers should be made aware that the contribution is not compulsory, and the children of parents/carers who do not contribute will not be discriminated against.

It is acceptable to ask parents/carers to contribute more than the minimum amount in order to subsidise those students whose parents/carers have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The Academy may, however, charge parents/carers for board and lodgings on residential visits as well as the full costs when a visit is deemed to be an 'optional extra', for example:

- falls wholly or mainly outside school hours;
- does not form part of the National Curriculum;

- is not part of a syllabus towards a Prescribed Public Examination;
- is not in scope of the statutory requirements relating to religious education;

Therefore a skiing holiday during the Academy holidays would be an optional extra. Charging parents/carers for an optional extra visit may not include an element of subsidy in respect of other students whose families do not meet the full charge.

On residential visits which are not optional extras, or which take place during Academy hours, some parents/carers may have board and lodging costs remitted. They may, however, be asked to pay for the transport element of the trip. These are parents in receipt of Income Support, Income-Based Jobseekers' Allowance, Family Credit or Disability Working Allowance.

All accounts must be kept accurately and must be available for inspection within the Finance Department. In the event that the income for a trip exceeds the expenditure, the surplus will remain in the General Academy Fund. All money raised in the academies name is Academy money and cannot be used without the Head of Academy's express permission. Hence no refunds may be issued without written permission from the Head of Academy. More detailed instructions on this issue are contained in the Trust Finance Manual.

15 Visits Organised By a Third Party

Staff must be sure that a package deal is appropriate to the needs of the Academy and that there is sufficient insurance cover. If necessary, additional cover should be bought. Parents/carers should always be informed of the amount of cover available through the agent. If the journey is abroad, the company must be able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments. ATOL agencies will be so covered. SAGTA is an independent association complying with a members' code of good practice and safety rules. ABTA is a bonded association insuring against insolvency.

16 First Letter To Parents/Carers

Parents/carers must always be made aware when their children are leaving the Academy site. In certain circumstances, parents/carers may wish to exercise their right to refuse to allow their child to take part in a visit. Under such circumstances, the Academy must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available in another form to the student in the Academy. The refusal of the parent/carer to allow the child to take part does not offer the opportunity for

a day off, and alternative arrangements must be made to ensure continuity of the individual educational experience.

The first letter outlines the proposals – where applicable Academy templates should be used. As well as the obvious information on dates, times, transport, the following may be included:

- If private transport is being used
- Voluntary contributions
- Information on meetings
- Consent forms and forms requesting information, e.g. In Loco Parentis form
- If places are unlimited or if students will be entered into a draw for a limited amount of places

A draft, typed letter to the EVC or responsible member of staff for approval; if agreed, then the letter is printed on headed notepaper and photocopied to parents.

17 In Loco Parentis

- 17.1** Every member of staff who accompanies a visit must act ‘in loco parentis’ at all times. Permission to act ‘in loco parentis’ must always be sought, for any visit. Each student taking part in a visit must return a completed copy of the Academy’s In Loco Parentis form signed by parents/carers prior to the visit. Students on all visits need to be supervised with great care - for overnight visits staff are responsible 24 hours a day.
- 17.2** If students are to be on their own without direct staff supervision for any length of time, parents/carers should be notified in advance and their permission for this to occur must be given.
- 17.3** In any emergency the teacher should act as if they were the parent/carer; however, if at all possible staff should consult with parents/carers, other staff and/or emergency service staff before taking action.
- 17.4** Parents/carers may be asked to complete ‘In Loco Parentis’ forms at the beginning of the year with a central copy being securely held within the relevant department, and the necessary paperwork being retrieved and taken on each visit.

If this method is adopted a letter must be sent to parents/carers explaining that throughout the year their child may be involved in a number of activities and that the same In Loco Parentis form will be used for each visit. The letter must also make it clear that they are responsible for informing the subject area/teacher responsible of any changes to the details provided, including medication etc. Prior to each individual visit a letter should be sent to parents/carers explaining the purpose of the visit and the activities involved; this should include a permission slip that must be completed and returned. It is advised that this letter also reminds parents/carers of their responsibility to inform the Academy of any changes to their child's In Loco Parentis form.

18 Collection Of Money

18.1 The visit leader must obtain approval from the Academy Finance Partner, or a relevant member of the finance team, before the visit can be approved. Once the visit has been approved, Finance will set up a dedicated account within the Academy account for the visit. Money for the visit cannot be accepted by the Academy without this account being in place.

18.2 The visit leader must adhere to the Academy's procedures for payment of, and collection of, money but the following points must be taken into account:

- A record of payments taken must be kept by each Academy (detailing how much money was collected, for which student, for which visit and the date the money was collected) and receipts must be issued to students and parents/carers for any monies collected.
- For collection of large sums paid in installments a payment plan must be followed and it is the visit leader's responsibility to chase any late payments.

18.3 All financial transactions should go through the visit account – personal accounts must never be used. Under no circumstances is it permissible to take money off the premises, open a separate account outside the Academy or pay any money into a personal account. All of these are considered "gross misconduct" and are dismissible offences.

19 Process/Forms:

Each Academy will have their own procedures and forms for the visit leader to use. The Academy EVC will be able to direct staff to the appropriate forms.

20 Visit Leader - Responsibilities

Prior to any visit departing the visit leader must ensure that:

- A preliminary visit has been conducted (if possible). See Section 35 for more information.
- Allocation of student places (if applicable) has been fair and without discrimination. The visits database must have been consulted in order to check if students have been on previous visits or have applied and been unsuccessful.
- For every student taking part in the visit there is a completed In Loco Parentis form and a completed Parents/Carers Form, both signed by a parent/carer. Copies must be taken of these documents. The visit leader must have a copy and the emergency contact back at the Academy must have a copy. If students have been divided into groups for the purpose of the visit then each group leader must also have the relevant copies. At all times, the visit leader must consider the way in which confidential student information is shared with staff – they may wish to involve parents/carers and the student in this process if necessary.
- An emergency contact at the Academy has been identified. This is normally the Academy EVC, but it can be a different member of staff (normally a member of SLT) if necessary. The visit leader must have a contact number for the emergency contact and this number must also be given to parents/carers. The emergency contact must be available for the duration of the visit. If necessary, there may be more than one emergency contact.
- They are aware of all insurance information, including medical insurance, and that they have a copy of any key details, e.g. emergency telephone numbers.
- A visit phone is available for the duration of the visit. The number for this phone should be communicated to parents/carers in advance of the visit and ideally should be given to students on the visit in the event of a separation or an emergency. As part of the risk assessment visit leaders should consider whether it is necessary for additional members of staff to also have a visit phone. If it is not deemed appropriate for parents/carers to contact the visit leader during the visit then an alternative communication plan must be put in place. This should be agreed with the Academy EVC and should be communicated to parents/carers prior to the visit departing.
- A register of students taking part in the visit is sent to all staff, including those with responsibility for attendance, prior to the visit's departure. If any student is unable to take part in the visit the Academy EVC must be informed. This can either be done by leaving a message at the Academy reception (during Academy hours only) or by contacting the EVC (or the emergency contact if this is not the EVC) directly.

Cover is arranged for any staff taking part in the visit.

- They are aware of any child protection concerns which might affect any student taking part in the visit. The visit leader must liaise with, and take advice from, the Academy's Designated Safeguarding Lead (DSL) to ensure the student is adequately safeguarded whilst on the visit. Safeguarding considerations may need to form part of the risk assessment, however, individuals should not be named on any documentation. The DSL will advise the visit leader on anything which must remain confidential and what staff accompanying the visit need to know.
- They are aware of any student taking part in the visit who is classified as special education needs (SEN) or has a disability. The visit leader should seek advice from the Academy SENCO to ensure appropriate support is in place for the visit.
- The relevant Academy staff are aware of the visit. This could include Reception (who need to know dates and times), Site Staff (as the site may need to be opened/closed for the visit to depart or return), the Academy restaurant (particularly if large numbers of students are involved which will affect service on that day).

21 Final Letter to Parents/Carers (If Required)

- This should outline any final travel details, itinerary and special requirements.
- If the visit is abroad or residential, a parents/carers' meeting must be held before departure.

If staff are hosting a visit which is UK-based and non-residential but feel it is necessary or advantageous that a parents/carers' evening should be held then this can be arranged.

A meeting must be held with all students just before the visit to give final details and to make clear exactly what the expectations are in terms of their behaviour and what the consequences of any misdemeanours will be. It is advisable to document that this meeting will take place and what the expectations are in the final letter to parents/carers so that the message is consistent.

22 Final Checks

Confirm staff cover details with member of staff responsible for Staff Cover. Staff accompanying a visit MUST set appropriate work for all classes; this should also be suitable and appropriate for use in the Main Halls. This work should be securely attached to the teacher's desk in the room(s) where the lesson(s) happen. A copy should also be given to the Subject Leader. The work

should be plentiful, clear and enable the staff covering the lesson to get on with their own work. If possible staff should try to arrange cover within the subject area. Staff must also arrange for their duties to be covered.

23 Discipline

All visits will be conducted according to the Trust's SW4 Student Behaviour and Discipline Policy. Clear instructions should be given to students at all times. Matters of what to do if lost, meeting times and places, expectations of standards of behaviour and dress and sanctions, warnings of any hazards that can be foreseen must all be made clear to students.

24 First Aid / Medication

- A first-aid box should be readily available during the course of an off-site visit and a first-aider should accompany the visit. A visit can only go ahead without an accompanying first-aider if the Head of the Academy has given approval for this to happen. However, in these instances visit leaders must be confident that student (and staff) medical needs can be met if necessary.
- In line with HS2 Medical Treatment Policy medicines should be kept securely by a nominated member of staff and a record kept of when these are taken / administered. However, it is important that the student knows where their medication is (and who it is stored with) should they need to access it. It will not be appropriate in all cases for medication to be kept by a member of staff as there will be cases where the student should be in possession of their medication, e.g. an inhaler.
- If a student is required to carry an 'epi-pen' (if they suffer from a severe allergy) this should also be carried by the student (although a member of staff should know where the student stores it in the event of an emergency). The visit leader (or nominated individual) must also carry a spare epi-pen along with instructions and permission to administer the drug in case of emergency. In most cases the Academy normally holds spare medication and instructions for use, but it will be the responsibility of the visit leader to ensure they have these. Please note that any serious medical conditions should be considered as part of the risk assessment and the medical risk assessment.
- If a student participating in the visit has a complex medical need then it may be appropriate for the visit leader to meet with the student and a parent/carer to ensure that appropriate support can be put in place on the visit.

25 Fire

The visit leader of any residential visit is responsible for ensuring that action in the event of fire is clearly indicated throughout the premises and must bring procedures to the attention of staff and students. The visit leader must also check that escape routes from sleeping accommodation are clearly indicated and operative and understood by staff and students, and that a fire drill is held during the first twenty-four hours of the stay.

If any student requires help evacuating then the visit leader must have incorporated this into their risk assessment (or medical risk assessment) and the nominated member of staff must be aware of their responsibilities.

See Section 33 for more information.

26 Responsibility During The Visit

Throughout the visit the visit leader has the final responsibility. Certain key points should be noted:

- No alcohol.
- No smoking.
- No chewing gum.
- Establish clearly the appropriate curfew times at night.
- No child is to be on his/her own e.g. at a motorway service stop, on the ferry.
- Carry an Academy first aid box.
- Establish a ‘numbering-off’ register or similar – and make regular checks, e.g. before moving to a different location. Keep checking.
- Clarify the responsibilities of each member of staff on the visit.
- Make sure each student knows the schedule for the day and important timings.
- When the group is walking from A to B, make sure one teacher brings up the rear of the group.
- Equipment/clothes should be appropriate to the activities being undertaken.

27 On Return

27.1 When returning out of Academy hours, staff should ensure that students are collected by their parents/carers. One member of staff must remain until all students have been collected.

The visit leader must also ensure that they:

- Settle any bills and hand over any receipts to Finance. The visit leader is responsible for accounting for (and evidencing) any money spent.
- Any claims for petty cash should be made to Finance with the appropriate form (from Finance). Receipts must be attached to any claim.
- Write up any letters of thanks, insurance claims, and return any borrowed equipment or kit.
- Make a verbal report to the EVC – a written report may be asked for.
- Arrange reports from students, if necessary, with follow-up work.

27.2 I paperwork associated with the visit should be kept for at least 1 year..

However, if there have not been any accidents or areas of concern throughout the visit the In Loco Parentis form and any consent forms can be disposed of immediately (by shredding).

But in the event of any accident, incident or concern, copies of these forms and any permission slips should be kept. These should be placed on the student's file along with details of the concern/accident and action taken. If necessary, an accident, incident or near miss report should be made under the Estates and Facilities Portal (on Sharepoint).

28 Specifics Regarding Foreign Travel

28.1 Meticulous planning is of paramount importance and no element should be taken for granted. Parents/carers should be kept informed as comprehensively and early as possible. Information should be conveyed by letter and a meeting held where parents/carers can attend to ask any questions that they feel are necessary.

The information sent in a letter should include the following details in addition to those relevant to all visits:

- The cost of the trip with a breakdown of what is included e.g. travel, accommodation, insurance.
- Any extra costs such as spending money should be made clear.
- A timetable outlining the payment deadlines and when final payment is due.

Arrangements for distribution of spending money should be explained (If any).

- 28.2** Parents/carers should be provided with full details of all travel insurance taken out and any documentation that is required from parents/carers.
- 28.3** For visits within the EU parents/carers should ensure that their child has a valid European Health insurance Card (EHIC) . This is a reciprocal health agreement valid in countries, which are members of the European Union. Whilst it does not cover the whole cost of treatment it allows treatment to take place immediately. A percentage of the cost is then paid retrospectively.
- 28.4** If it is a residential visit, i.e. all students staying in the same place, then a collective passport can be used. However, only 'British Nationals' are permitted to travel on a collective passport. Therefore, the visit leader must ensure that parents/carers are issued with the correct information and arrangements are made for non-British Nationals to be able to travel.

If students are staying in different places then they will all need to travel on their own individual passports.

It is the visit leader's responsibility to ensure that any travel requirements for the country being visited, e.g. Visas, are all complied with.

- 28.5** Staff and students must be informed of regulations about bringing goods through Customs. In particular, students must be made aware that those aged under 17 years of age are not allowed to bring alcohol or tobacco through Customs.
- 28.6** Whilst most group insurances cover luggage, there is normally an insurance excess for each claim. Therefore, it is not financially viable to claim for personal technology items that are broken or lost, e.g. cameras, music players. Students should be told that they take these items at their own risk.
- 28.7** Students, and parents/carers, should be explicitly told what is acceptable and unacceptable to bring in their luggage.
- 28.8** The organiser's provision should be explained to students and parents/carers. If students need a packed meal or money to buy a meal en route this should be specified. It is important that the visit leader is aware of any dietary requirements well in advance of the visit's departure as special arrangements may need to be made.

28.9 As with regular educational visits the visit leader must travel with copies of the students' In Loco Parentis forms and the Consent Forms. These must be carried by the visit leader at all times whilst on the visit.

29 ADDITIONAL CONSIDERATIONS IN RESPECT OF FOREIGN VISITS

The visit leader should:

- Find out where the nearest hospital emergency department is and the nearest doctor and dentist. Know the telephone number of the emergency services.
- Drinking water should be regarded as suspect abroad and students should be advised to drink bottled water. Students should likewise be warned to be wary of dogs and cats and other animals, particularly strays.
- Staff should give the students instruction on crossing roads and staff should supervise whenever possible. Bear in mind that pedestrians do not have right of way on foreign pedestrian crossings. Crossing at traffic lights is preferable, but it is an offence to cross the road unless you have a green light. Traffic may also approach from the opposite direction to what British travellers are used to.
- Staff should give instruction about foreign culture/beliefs to avoid embarrassment and potential difficulties.
- Staff and students should be advised that electrical appliances e.g. hairdryers, mobile phone chargers, razors may require an adaptor because of the different sockets abroad.

30 Emergency Procedures

In spite of good planning and organisation there may be accidents and emergencies, which require an on-the-spot response by the visit leaders. Risk assessments should be shared with all staff prior to the visit departing. The following outline guidance is provided for leaders.

30.1 Keep the lines of communication open - advise all other group staff that the accident/emergency procedure is in operation. Make sure all members of the group are accounted for.

30.2 If there are injuries, immediately establish the names of the injured people and the extent of their injuries.

Ensure that the injured are accompanied to hospital (preferably by an adult known to the student/s). Make contact with the injured student's parents/carers as soon as possible. Ensure that the rest of the group are adequately

supervised and have understood what has happened and the implications for the rest of the programme.

31 Control of Information and Communication

- In the event of an accident or emergency, the visit leader will follow the guidance of the Trust's CIBCP..
- The Trust Communications Manager will act as the ongoing point of contact with the media. This will involve close liaison between them and the visit leader.
- No comment should be made to the media without prior agreement with the Trust Communications Manager. Names of students will not be released to the media without consent from the Trust Communications Manager and parents/carers.
- Staff on the visit must refrain from posting anything about the accident or emergency on their own personal social media accounts. For further information please refer to the Trust's HR22 Social Media (Employee) Policy.
- The visit leader will prepare a written report for the responsible authority of the accident or emergency at the earliest opportunity and while events are readily recalled, noting the names, addresses and telephone numbers of any independent witnesses.
- The Health and Safety at Work Act has implications regarding the reporting of accidents. The visit leader and all staff on the visit should be familiar with the current regulations.

32 Welfare Of Members Of The Group And Their Families

In the event of an accident, young people will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party. A decision will be made by the party leader in conjunction with the Head of Academy whether the group should return early in the event of shock/trauma.

33 Checklist For Fire Precautions And Evacuation Procedures

All premises with fire certificates should have fire routine notices. The visit leader must identify these, read them to members of the group and make sure they are understood.

The visit leader must obtain advice from the management on the means of escape available from the premises, including standing camps, and investigate

all means of escape to ensure that they are adequate and unobstructed and, if there are locked doors, that can be readily opened from the outside.

The visit leader must familiarise themselves and those in their charge with the alternative escape routes by physically checking them. A fire drill should be conducted as soon as possible after arrival. Identify the assembly points and ensure the whole party is familiar with its location.

The visit leader must check on fire alarm call positions. They must ensure that each member of the group knows where the nearest call point is located in relation to his/her room, and arrange for the alarm system to be tested so that the members of the group can recognise the alarm. If the visit leader's room is too far from other members of the group or from an escape staircase or escape route, insist on being moved or changes made.

34 OUTLINE OF PROCEDURE IN THE EVENT OF FIRE

- In the event of an outbreak of fire on the premises, the visit leader must give priority to the evacuation of persons in your group and on checking that all are accounted for.
- Do not use the lift.
- On operation of the fire alarm systems all members of the group must proceed in a calm and orderly manner to the pre-arranged assembly point.
- If it is safe to do so, the visit leader must check that those in your group have heard the alarm and are evacuating the premises.
- Check that all persons are accounted for by carrying out the full roll call as soon as possible at the assembly point.
- If any members of the group are found to be missing on roll call, report them immediately and without fail to the fire officer in charge at the scene.
- On no account should the visit leader or any member of your group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.
- Special precautions against fire are necessary at standing camps, particularly during periods of dry hot weather. Procedures need to be established about conduct in the event of fire.

35 Preliminary Visits

On the preliminary visit, visit leaders must note:

- Routes.
- Journey time.
- Facilities en route – e.g. toilets, restaurants, picnic areas.
- Car/bus access and parking.
- Permission and authorisation required.
- Help offered in organising activities – guides, maps, information material, worksheets.
- Dormitory size and layout.
- Meal times and other timings.
- Facilities available e.g. washing, drying, recreational medical facilities.
- Fire precautions and what to do in case of fire.
- Facilities for disabled persons if relevant, and any likely problems for them.
- Instructions and codes, which must be observed.
- Equipment needed by students and staff.

36 Policy Changes

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

APPENDIX 1 – SCHOOL TRIP – FINANCE SCHEDULE FOR APPROVAL

Academy Name		Visit Date	
Visit Name		Visit Leader	
This is an educational trip because (underline the appropriate option) :	1. <i>Links to curriculum/syllabus</i>	2. <i>Support engagement in learning</i>	3. <i>Behaviour management & encouragement to achieve</i>
Academy Approval:		Finance Approval:	
Date of Approval:		Date of Approval:	

Expenditure

Item	Notes	Amount Each	Quantity	Total Amount
Travel costs	Train			£0.00
	Coach or External minibus			£0.00
	Academy owned minibus			£0.00
	Site staff cost for any driver required			£0.00
	Fuel/ mileage			£0.00
	Parking / drop off charge			£0.00
	Flights			£0.00
Meals / refreshments/ subsistence	Accommodation			£0.00
	Students			£0.00
	Staff			£0.00
Entrance Fees	To museums, events etc.			£0.00
Printing	Workbooks, photos etc.			£0.00
Staffing Costs	Support Staff additional hours (if appropriate)			£0.00
Other	Description:			£0.00
Contingency				£0.00
Total expenditure				£0.00

Calculation of cost per student (for information only)

Total Expenditure	Number of Students	Amount per Student
£0.00		#DIV/0!

Income to be received from students

Item	Date	Amount Each	Quantity	Total Amount
Instalment 1				£0.00
Instalment 2				£0.00
Instalment 3				£0.00
Instalment 4				£0.00
Instalment 5				£0.00
Instalment 6				£0.00

Contributions to be received from academy

Item	Supplying Department (Budget Area)	Amount Each	Quantity	Total Amount
Subsidy 1				£0.00
Subsidy 2				£0.00
Total Income				£0.00

Surplus/Deficit

Total Expenditure	Total Income	Surplus / Deficit
£0.00	£0.00	£0

Please note that all trips must produce a 'zero balance'.

When should I ask for the contributions from Parents?

As early as possible to secure the bookings

When have we committed to pay for the trip costs? We need to received funds 3 weeks prior to the payment commitments

How can I check what we have paid for the trip?

Budget statements are available from the finance office or web portal to review all trip expenditure.

How can I check who has paid their contributions and who hasn't?

Trip debtor reports are available from the finance office on request

Send this form to: finance@prioryacademies.co.uk 2 weeks before letters are sent out to students and await approval before continuing

Accepted methods approval are by email or physical signature

Supplier Payment Schedule (please enter payment plan if using a tour company)			
Supplier Payment Plan Supplier Name	Amount Due	Date Due	Instalment No.
			1
			2
			3
			4
			5
			6
Total	£	-	

Please note that if a supplier isn't already set up on the finance system, a new supplier request will be required by the purchasing department.

The Priory Federation of Academies Trust Educational Visits Policy

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.