

Educational Visits Policy

Policy Code:	SW11
Policy Start Date:	November 2018
Policy Review Date:	November 2021

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

- HR6 Data Protection Policy
- HR33 Records Management Policy
- HS2 Medical Treatment Policy
- HS5 Health and Safety Policy
- SW5 Safeguarding and Child Protection Policy
- SW10 Charging and Remissions Policy

1 Policy Statement

- 1.1 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.
- 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.*
- 1.3 References to the Trust or Academy within this policy specifically include all primary and secondary academies within the Trust, as well as Robert De Cheney Boarding House, the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance, Lincolnshire Teaching School Alliance SCITT and the French Centre.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time.

2 Roles, Responsibility and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Student Welfare.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure that educational visits are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity.

4 Definition

- 4.1 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.

5 Educational Visit Co-ordination

- 5.1 Each Academy will nominate a responsible member of staff to fulfil the role of Educational Visit Co-ordinator (EVC) – this individual will be responsible for overseeing, monitoring and reviewing all educational visits, including 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.
- 5.2 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.
- 5.3 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.

6 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
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7	A	<p style="text-align: center;"><i>Low Risk:</i></p> <p>Visits and journeys with risks similar to that of everyday life, e.g. Historic sites, museums, local walks, theatre, fieldwork in the locality.</p>	Academy Headteacher or EVC approval depending on Academy procedures. Group leader approved by Academy Headteacher.
	B	<p style="text-align: center;"><i>Medium Risk:</i></p> <p>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>	Academy Headteacher and EVC approval. Group leader approved by Academy Headteacher.
	C	<p style="text-align: center;"><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). All visits abroad. All recognised hazardous activities. Activities with significant Health and Safety concerns. Activity leaders require recognised NGB qualifications.</p>	Academy Headteacher and EVC approval. CEO to be informed and approval sought if appropriate. Supported by appropriate forms.

Making a visit application

- 7.1 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).
- 7.2 If a member of staff wishes to run a visit they should submit EV1 to the Academy EVC. Please see Appendix 1 template form. When completing EV1 visit leaders should take into consideration the following:
- The aims and objectives of the visit.
 - The target group.
 - Dates – to be agreed with SLT. Consideration should be given to the year group and whether or not it is an appropriate time of year for them to be out of lessons.
 - Staffing.

- Financial costs and required payments.
- Insurance and travel cover.
- How the group will travel and whether or not passports will be required.

7.3 If financial contributions are not being made by students and the Academy/specific budget line is covering all costs then approval is not required from the Finance Team. However, if contributions are to be made by students then finance approval must be obtained. The visit leader must complete the 'Finance Trip Approval Form', it should be signed by the Academy EVC (or appropriate member of SLT) and then emailed to finance@prioryacademies.co.uk. The visit has not been approved until the visit leader receives an email with the budget code for the visit. The form can be found on the Federation Sharepoint (Finance – Procedures and Templates).

7.4 The EVC will discuss the visit with the Academy SLT. Once the visit has been approved by both the EVC and the Finance Team the visit will be added to the Academy calendar and the EVC will send the visit leader EV2, which contains the next steps and deadlines. The visit leader must ensure that the deadlines are met for the visit to run. Please see Appendix 2 for the template form. **No letters should be sent out, bookings made or payments taken before approval has been given.**

8 Local Day Visits

8.1 During the Academy day staff act 'in loco parentis' which means that they have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. Whilst acting 'in loco parentis' staff are able to take students on local day visits without seeking consent from parents/carers. The Academy will always notify parents/carers of any planned local day visits as a matter of courtesy.

9 Preliminary Visits

9.1 A preliminary visit should be carried out if possible. Visit leaders should consider the following points as these will assist with the planning of the visit and may need to be factored into a risk assessment:

- Routes.
- Journey time.
- Facilities en route, e.g. toilets, restaurants, picnic areas.
- Car/bus access and parking.
- Help offered in organising activities, e.g. guides, maps, information material, worksheets.
- Fire precautions and what to do in case of fire.
- Instructions and codes, which must be observed.

- Equipment needed by students and staff.

In addition to the above points, for residential visits visit leaders may also want to consider:

- Sleeping arrangements, e.g. Dormitory size and layout, the location of the staff sleeping area to the student sleeping area, disabled facilities.
- If the accommodation is exclusive use or if other members of the public might be using it at the same time.
- Facilities available e.g. washing, drying, recreational medical facilities.
- Meal times and other timings.

10 Risk assessments

10.1 A comprehensive risk assessment must be carried out by the visit leader. The standard Trust template must be used for all risk assessments and example risk assessments are available on the Health and Safety Portal (please contact the Federation if you require further support). Risk assessments should consider the following:

- Identification of hazards.
- Who might be affected.
- How can risks be reduced to an acceptable level and what needs to happen in order to achieve this.
- What contingency plans can be put into place if all else fails.
- Number of students involved.
- Age, sex and ability of students.
- 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.
- Safeguarding considerations (please ensure any safeguarding information about staff or students is kept anonymous on the risk assessment). A specific plan should be put in place for disseminating any safeguarding information which staff on the visit need to be aware of in order to keep students safe.

10.2 A copy of the risk assessment should be given to the Academy EVC.

10.3 Visit leaders are **not** permitted to use a venue/organisation's own risk assessment as the visit risk assessment. These risk assessments can be used to direct, and incorporate into, the visit leader's own risk assessment but should never be used in its place.

- 10.4 A medical risk assessment must be completed by the visit leader and submitted to the Academy EVC before the visit departs (see Appendix 5 for template). 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. 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.
- All staff attending off-site visits should be aware of any students on the visit who have medical conditions and their medical needs.

11 Emergency procedures

- 11.1 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.
- 11.2 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. Visit leaders must ensure that they familiarise themselves with the content of the CIBCP in the event that it is needed during the visit.
- 11.3 Visit leaders should keep the lines of communication open - advise all other visit staff that the accident/emergency procedure is in operation. Make sure all members of the group are accounted for.
- 11.4 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). The visit leader should contact the emergency contact at the Academy who will then 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.

12 Voluntary Help

- 12.1 Volunteer helpers may be used provided that the Academy Headteacher and the EVC agrees with the choice of person. If the visit is residential, a DBS check (which includes barred list information) is required to ensure suitability. If the

visit is non-residential it is the Academy Headteacher's discretion as to whether or not a DBS is required. Please see HR16 DBS and Safeguarding Policy for further information.

- 12.2 If a volunteer is required for the visit, the Trust's volunteer checklist must be adhered to.
- 12.2 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.
- 12.3 Where the Academy has identified volunteers well in advance of a visit, supervised opportunities should be found for those volunteers to meet the students. Volunteers must understand that they have a responsibility to follow the instructions of the visit leader.

13 Supervision

- 13.1 The level of supervision will always depend on the type of visit being made, the numbers and abilities of the students, the experience of staff 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:

Primary

- Years 1 to 3: 1:6
- Years 4 to 6: 1:10 or 1:15

Secondary

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

- 13.2 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 and at least one member of staff who has a current paediatric first aid qualification must be on the visit.

- 13.3 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 Academy Headteacher due to the implications of procedures in an emergency.
- 13.4 Some organisations/venues will demand their own student-staff ratios and the visit leader is responsible for compliance.
- 13.5 The term 'adult' will normally refer to teachers and support staff 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.
- 13.6 Any member of staff or volunteer whose child is a student at the Academy and is taking part in the visit should not be supervising the group that their child is in. No member of staff or volunteer is allowed to take their own child (who is not a student taking part in the visit) on the visit, unless this has been permitted by the Academy Headteacher.

14 Equipment and Clothing

- 14.1 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.
- 14.2 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 child is properly equipped. In cases of financial difficulty the Academy will provide some items of equipment on loan, if these are available.
- 14.3 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.

15 Insurance

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

- 15.2 The visit leader must be aware of the required procedures in the event of a claim and is responsible for taking the necessary action.
- 15.3 The visit leader should make parents/carers aware that high value personal items are unlikely to be covered by the insurance policy so if students wish to take such items then parents/carers may wish to take out separate personal insurance. However, students are responsible for any high value items they take.

16 Transport

- 16.1 Minibuses – Please refer to HS3 Transport and Vehicles Policy.
- 16.2 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.
- 16.3 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.
- 16.4 If the driver has any points on their licence approval must be sought from the Academy Headteacher to drive the minibus or any personal vehicle used to transport children. Visit Leaders must ensure this is recorded within their visit paperwork.
- 16.5 Where teachers offer their services, they must ensure that they have appropriate insurance cover (for their personal vehicle) for conveying students during the course of their professional duties.
- 16.6 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.
- 16.7 Parents/Carers 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.

17 Charging

- 17.1 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.
- 17.2 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.
- 17.3 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.

- 17.4 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.
- 17.5 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 Academy Headteacher's express permission. Hence no refunds may be issued without written permission from the Academy Headteacher. More detailed instructions on this issue are contained in the Trust Finance Manual.

18 Visits Organised by a Third Party

- 18.1 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.

19 First Letter to Parents/Carers

- 19.1 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.
- 19.2 Letter templates are available in Appendix 3. Further information specific to the visit may need to be added into the template, e.g. If private transport is being used, information about meetings regarding the visit, etc.
- 19.3 A draft, typed letter should be sent to the EVC or responsible member of staff for approval; if agreed, then the letter is printed on Academy paper and sent to parents/carers.

20 In Loco Parentis

- 20.1 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 and this will be sought through a consent form which parents/carers sign. Please see Appendix 4 for a template.
- 20.2 Students need to be supervised with great care – for overnight visits staff are responsible 24 hours a day.

- 20.3 For Secondary visits it may be that students are allowed unsupervised time. 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. Students should be in pairs (at least) during unsupervised time.
- 20.4 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.
- 20.5 The letter sent to parents/carers must identify that the contact and medical information stored on the Academy's management system will be used for each visit. The letter will make it clear that it is the responsibility of the parent/carer to inform the Academy as soon as possible in the event that any of these details have changed.

21 Collection of Money

- 21.1 The visit leader must obtain approval from the Finance Team before the visit can be approved. Once the visit has been approved (the visit leader will receive an email containing a budget code), 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.
- 21.2 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 instalments a payment plan must be followed and it is the visit leader's responsibility to chase any late payments.
- 21.3 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.

22 Visit Leader - Responsibilities

- 22.1 Prior to any visit departing the visit leader must ensure that:
- A preliminary visit has been conducted (if possible). See Section 8 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.
- Any third party used as part of the visit, e.g. coach company, activity centre, accommodation, must have been checked by the Visit Leader to ensure that they carry the necessary certification/insurance/qualifications/quality mark/licence. At no point must a company be used which does not meet the appropriate standards.
- For every student taking part in the visit there is a consent form signed by a parent/carer. The visit leader must have a copy on the visit 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 attendance staff and 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).
- The necessary first aid provisions are available (see section 25).
- Establish a 'numbering-off' register or similar – and make regular checks, e.g. before moving to a different location. Keep checking.

22.2 The visit leader is also responsible for setting the rules and expectations for the visit. Although each visit may be different the following key points should be in place for all visits:

- Students are not permitted to drink alcohol or take illegal/banned substances.
- Students are not permitted to smoke.
- Chewing gum is not permitted.
- No child is to be left on his/her own, e.g. at a motorway service stop.
- A curfew should be established at night time (if necessary).
- Equipment/clothes should be appropriate to the activities being undertaken.

23 Final Letter to Parents/Carers (If Required)

23.1 This should outline any final travel details, itinerary and special requirements.

23.2 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.

23.3 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.

24 Final Checks

- 24.1 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 be set in line with the Academy's procedures. Staff must also arrange for their duties to be covered.

25 Behaviour expectations

- 25.1 In the event that a student is not permitted to go on an educational visit due to behaviour and safety concerns, the Academy Headteacher will make the final decision.
- 25.2 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.

26 First Aid / Medication

- 26.1 A first-aid box should be readily available during the course of an off-site visit and a first-aider should accompany the visit. If the visit involves more than one vehicle, e.g. coaches, then a first-aid box should be available on each vehicle. A visit can only go ahead without an accompanying first-aider if the Academy Headteacher 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.
- 26.2 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.

- 26.4 Serious medical conditions should be considered as part of the risk assessment and the medical risk assessment.
- 26.5 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.

27 Fire

- 27.1 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. A drill may be carried out if the visit leader feels it is necessary.
- 27.2 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.
- 27.3 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.
- 27.4 The visit leader must obtain advice from the management on the means of escape available from the premises, including safe refuges, and investigate all means of escape to ensure that they are adequate and unobstructed. Visit leaders must be confident that, in the event of an emergency, students can evacuate locked bedrooms from the inside and any locked external doors can be opened from within (e.g. they have suitable crash escape bars).
- 27.5 The visit leader must familiarise themselves and those in their charge with the alternative escape routes by physically checking them. The whole party should have a fire briefing which identifies the location of the assembly points, describes the sound of the alarm (if a drill is not possible) and the actions that the visit leader/group leaders may take if possible, e.g. knocking on doors to ensure students are awake.
- 27.6 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.

27.7 In the event of a fire:

- In the event of an outbreak of fire on the premises, the visit leader must give priority to the evacuation of persons in their group and on checking that all are accounted for.
- Do not use the lift.
- In 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 their 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 their 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.

28 On Return

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

28.2 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.
- Report any accidents, incidents or near-misses through the Federation Portal.

- 28.3 A list containing the names of staff and students who attended the visit, the date of the visit and the location(s) visited should be given to the Academy EVC and the Academy Finance Partner who must keep this information in line with HR33 Records Management Policy.
- 28.4 Records of medicine which has been administered should be kept on the individual student's file.
- 28.5 All other information from the visit can be shredded/disposed of in confidential waste. However, if there has been an accident or incident on the visit or an area of concern, e.g. a behaviour incident, then any records relating to these should be handed to the Academy EVC who will store them in line with HR33 Records Management Policy.
It is advisable to put the visit risk assessment onto the Sharepoint Portal as this can be adapted for future repeat visits.

29 Specifics Regarding Foreign Travel

- 29.1 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 etc.
 - 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).
- 29.2 Parents/carers should be provided with full details of all travel insurance taken out and any documentation that is required from parents/carers.
- 29.3 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.
- 29.4 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.

- 29.5 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.
- 29.6 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.
- 29.7 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.
- 29.8 Students, and parents/carers, should be explicitly told what is acceptable and unacceptable to bring in their luggage.
- 29.9 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.
- 29.10 As with regular educational visits the visit leader must travel with copies of the students' consent form. These must be carried by the visit leader at all times whilst on the visit.

30 Additional considerations in respect of foreign visits

30.1 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.
- Staff need to be aware of the difficulties they might encounter on a foreign visit if one or more of the students within the group is transgender. Passport control needs to be considered as well as the laws of the country being visited. The visit leader needs to take this into account when planning a visit.

31 Policy Changes

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

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.

Appendix 1 – EV1

Application for approval of an off-site visit

Visit leader			
Department			
Is the visit linked to the curriculum?		Is it <u>required</u> by the curriculum?	
Residential? UK or abroad?			
Is there a Tour Company/organisation involved? <i>Include name</i>			
Proposed location(s) of visit			
Transport arrangements			
Date and time of departure <i>Please include all possible dates if this can be flexible.</i>			
Date and time of return <i>Please include all possible dates if this can be flexible.</i>			
Purpose of visit <i>Please make it clear how this visit fits with a scheme of work/exam specification</i>			
Expected number of students/year group			
Cost per student <i>Please include any costs for staff</i>			
Number and names of staff needed (teaching and support) <i>First Aid provision must be considered.</i>			

Planned activities		Category	
Is the location known or will an exploratory visit be required? If an exploratory visit cannot be carried out, please explain why.			

Appendix 2 – EV2

Confirmation of approval for an off-site visit

Visit leader	
Date of departure	
Date of return	
Location(s) of visit	
Staffing for visit	
Number of students (include Year Group)	
Category of visit	
Finance approved	

Next stages:		Deadline (if applicable):	Date:
1	Book venue, accommodation and transport as appropriate. Note down any cancellation policies and any deadlines which you will need to work to. If using Academy vehicles then ensure the appropriate booking procedures are followed. A group passport application has to be with the passport office at least 12 weeks prior to departure.	ASAP	ASAP
2	Information letter (EV3) to be sent to parents/carers – this should include visit information and payment information. The consent form (EV4) should be attached. Letter to be sent to Headteacher for approval (please allow 24 hours for this to be checked). <i>If students are going to be given unsupervised time whilst on the visit this must be made clear to parents/carers and their consent for this must be sought.</i>	ASAP <i>All student Consent Forms must be returned to the academy at least 3 working days prior to the visit</i>	Consent form (and reply slip if necessary) to be returned to the Academy by:
3	Ensure that the admin team responsible for collating monies, reply slips and consent forms	As soon as, if not before, the letter has been	

	are aware of the visit and the information expected to be returned by students.	sent to parents/carers.	
4	Inform EVC of the staff going on the visit for cover planning.	ASAP	
5	Inform the Academy restaurant of students going on the visit so FSM provision can be arranged.	At least 1 week prior to departure	
6	Complete risk assessment (EV5) and medical risk assessment (EV6).	At least 2 working days prior to the visit	
7	Inform site staff of any special arrangements needed, e.g. the site being opened early or left open until late.	At least 5 working days prior to the visit	
8	Check all necessary paperwork has been returned. Run a report from the management system of all students attending to ensure you have up-to-date contact and medical information.	At least 3 working days prior to the visit	
9	Brief staff and students. Ensure that staff know their responsibilities for the visit, including safeguarding arrangements. Provide further information letter(s) to parents/carers if necessary. Ensure the visit leader has a list of emergency contacts. Identify an emergency contact for the visit – ensure parents/carers know who to contact in the event of an emergency.	At least 3 working days prior to the visit	
10	Make appropriate arrangements for any student medical needs and arrange for any specialist support for SEND students.	At least 3 working days prior to the visit	
11	Inform staff of the visit and the names of students involved.	At least 2 working days prior to the visit	
12	Make copies of the consent forms/medical information to take on the visit (for the visit leader and any other group leader) and hand one copy to the emergency contact for the visit.	The day before the visit departs	
13	Inform EVC of travel details, accommodation details (if applicable), emergency telephone number and tour company information (if applicable).	The day before the visit departs	
14	Inform staff and Attendance Officer of any changes to the group. Collect visit phone and inform EVC of your contact number.	The day before the visit departs	

15	Check medication is stored safely and correctly. Inform students where their medication is being kept prior to departure.	Before the visit departs	
16	Register staff and students – if the visit leaves prior to the academy opening you must communicate the register to the EVC. If the academy is open then leave the register in main reception.	Before the visit departs	
17	Brief students once on coach/vehicle and check seatbelts.	Before the visit departs	
18	Complete 'Record of medicine administered to an individual student' sheets (EV7) if necessary (one per student).	Throughout the visit	
19	Keep EVC updated on visit progress.	Throughout the visit	
20	Return any medical paperwork/medication to the relevant place. The EVC needs a list of students and staff who attended the visit. Ensure any documents with personal data on are put in the confidential waste bin.	After the visit	

Appendix 3

Letter 1 - Visit without limit on places

Dear Parents/Carers

I would like to invite your child to take part in...

Include reminder of the following:

Date(s) of visit

Timings for visit (including arrangements for collection of children upon return)

Travel arrangements

Purpose of visit – what are the expected outcomes as a result of the visit?

Itinerary

Clothes (wear uniform or specialist clothes) – water/sun cream/coat

Lunch (what they need to bring/arrangements for Free School Meals)

Finance:

To be included for curriculum visits:

In the light of Government directives, to cover costs, parents/carers are asked to make a voluntary contribution of £..... per student, this being the average cost per student in order to make the trip economically viable. This price includes: (*e.g. all resources, additional staffing, transport costs, parking fees, accommodation etc*). There is no obligation to contribute, but equally the visit can only go ahead if there is an adequate level of support. Obviously, should contributions not be sufficient to make the visit economically viable, the Academy reserves the right to cancel the visit. Although all students are invited to take part, please note that the Headteacher reserves the right to make the final decision as to whether any student should or should not be involved.

To be included for residential visits (UK or international):

The cost of this visit is £... per student. This price includes.....

The payment plan below highlights where deposits are non-refundable and the final payment date marks the date at which the entire amount becomes non-refundable, as the Academy will commit all funds to the travel company or provider. After this date refunds would only be considered if there were exceptional circumstances, to be decided at the discretion of the Headteacher.

Include payment plan (as agreed with finance).

Payment can be made using one of the following methods:

1. Parent-Pay/Agora

Pay through your account.

2. Cheque

Please make out to **'The Priory Federation of Academies'**.

3. Cash

Please deliver to **Student Reception** in an envelope labelled with the visit title, your child's name and tutor group. Include a slip to clearly state the total amount included.

4. Bank Transfer

Please address payment to **'The Priory Federation of Academies'**.

Bank: Lloyds Bank

Sort Code: 30-95-05

Account number: 02113503

Payment reference – TRIP NAME "CHILD'S INITIAL AND SURNAME"

Consent form

Please find enclosed a consent form. Please can you complete this form and return it to Student Reception by **give date**. Students will not be permitted to go on the visit if the consent form is not returned by this date. If you have more than one child taking part in the visit please complete a form for each child. Your support with this is greatly appreciated.

Emergency contact information and student medical information from our current records will be taken on the visit. If your contact details or your child's medical information has changed and you have not updated the Academy then please can I ask that you do so as a matter of urgency to ensure that we take the correct information with us on the visit.

Please do not hesitate to contact me at the Academy should you wish to discuss any aspect of this visit.

Yours faithfully

Name

Visit Leader

Letter 2 – Visit with limited places – initial invitation

Dear Parents/Carers

I would like to invite your child to take part in...

Visit details

Date(s) of visit

Timings for visit

Travel arrangements

Purpose of visit – what are the expected outcomes as a result of the visit?

As there are a limited number of places available on the visit and you wish for your child to be considered then please complete the reply slip below. Replies should be taken to **(give location)** by **(give date)**. Places will be allocated by a random draw. However, those students who do not receive a place on this trip will be monitored in terms of other visits taking place during the year. Replies will not be accepted if they arrive after the deadline or through any other method. Please advise your child to hand their reply in personally and not to pass it on to one of their friends.

Once places have been allocated on the trip, students will be informed and you will receive a further letter requesting payment and a consent form will be issued to be returned to the Academy. A payment plan will be outlined in the letter, detailing deadlines for the deposit and remaining balances.

Please do not hesitate to contact me at the Academy if you wish to discuss any aspect of this visit.

Yours faithfully

Name

Visit Leader

Include reply slip

Letter 3 – Visit with limited places – places now allocated

Dear Parents/Carers

It is with great pleasure that I can inform you that your child has been allocated a place on...(visit details).

Include reminder of the following:

Date(s) of visit

Timings for visit (including arrangements for collection of children upon return)

Travel arrangements

Purpose of visit – what are the expected outcomes as a result of the visit?

Itinerary

Clothes (wear uniform or specialist clothes) – water/sun cream/coat

Lunch (what they need to bring/arrangements for Free School Meals)

Finance:

To be included for curriculum visits:

In the light of Government directives, to cover costs, parents/carers are asked to make a voluntary contribution of £..... per student, this being the average cost per student in order to make the trip economically viable. This price includes: (*e.g. all resources, additional staffing, transport costs, parking fees, accommodation etc*).

There is no obligation to contribute, but equally the visit can only go ahead if there is an adequate level of support. Obviously, should contributions not be sufficient to make the visit economically viable, the Academy reserves the right to cancel the visit. Although all students are invited to take part, please note that the Headteacher reserves the right to make the final decision as to whether any student should or should not be involved.

To be included for residential visits (UK or international):

The cost of this visit is £... per student. This price includes.....

The payment plan below highlights where deposits are non-refundable and the final payment date marks the date at which the entire amount becomes non-refundable, as the Academy will commit all funds to the travel company or provider. After this date refunds would only be considered if there were exceptional circumstances, to be decided at the discretion of the Headteacher.

Include payment plan (as agreed with finance).

Payment can be made using one of the following methods:

Payment can be made using one of the following methods:

1. Parent-Pay/Agora

Pay through your account.

2. Cheque

Please make out to **'The Priory Federation of Academies'**.

3. Cash

Please deliver to **Student Reception** in an envelope labelled with the visit title, your child's name and tutor group. Include a slip to clearly state the total amount included.

4. Bank Transfer

Please address payment to **'The Priory Federation of Academies'**.

Bank: Lloyds Bank

Sort Code: 30-95-05

Account number: 02113503

Payment reference – TRIP NAME "CHILD'S INITIAL AND SURNAME"

Consent form

Please find enclosed a consent form. Please can you complete this form and return it to Student Reception by **give date**. Students will not be permitted to go on the visit if the consent form is not returned by this date. If you have more than one child taking part in the visit please complete a form for each child. Your support with this is greatly appreciated.

Emergency contact information and student medical information will be taken from our records on the visit. If your contact details or your child's medical information has changed and you have not updated the Academy then please can I ask that you do so as a matter of urgency to ensure that we take the correct information with us on the visit.

Please do not hesitate to contact me at the Academy should you wish to discuss any aspect of this visit.

Yours faithfully

Name

Visit Leader

Appendix 4 – EV4

**Educational Visits
Parents/Carers consent form**

Student name:		Tutor group:	
Visit details:			
Date of visit (or departure date):			

Please sign below if you agree to the following information. If there is any aspect which you do not consent to then please draw a line through the information and write your initials next to it.

- I agree to my child (named above) taking part in this visit. Having received the information given, I agree to their participation in all of the activities described.
- My child is fully aware of their responsibilities and the need to behave in an appropriate manner at all times.
- I am aware that I will be responsible for payment of any damage caused by my child.
- I understand that if my child behaves in an unacceptable manner I may be asked to finance their early return.
- I will only allow my child to travel if fully fit.

Dietary requirements

Please include in the space below any dietary requirements your child has, e.g. Halal, vegetarian, etc.

Emergency medical consent

I agree to my child receiving medication as instructed or any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. In the event of an accident where emergency procedures are not required, it may be necessary to transport a student to a medical centre or hospital. In these circumstances I give permission for my child to be transported with a member of the Academy staff.

I understand the extent and limitation of the insurance cover provided and understand that I am able to take out further additional cover for my child at my own expense.

Unsupervised time

On certain educational visits students may be given time to explore in small unsupervised groups (never alone). The group leader will set clear guidelines and expectations if this occurs, including return times and where students are permitted to go. Students will always be given the option to remain with members of staff.

I give permission for my child to be unsupervised whilst on this visit.

Parent/carer signature:		Date:	
Name:			

If you would like to discuss any aspect of this visit please contact the visit leader at the Academy.

Appendix 5 – EV6

Medical Risk Assessment

Are there any students going on the visit who have an Individual Medical Care Plan and/or have a Personal Emergency Escape Plan?	Yes/No
If yes, will any of these students require medication with them on the visit?	Yes/No
Aside from a First Aider, is a member of staff with specific medical training required to go on your visit? <i>Please note there may be a cost implication – ensure this is factored into your costings for the visit.</i>	Yes/No
If yes, then please specify below.	
Do you need any specialist equipment for the visit as a result of a student's medical condition?	Yes/No
If yes, then please specify below.	
Is it possible for all students to take part in all visit activities? If no, then you will need to amend your plans to ensure all students can access all activities.	Yes/No

Please state the name and job title of the staff member(s) needed to accompany your visit:

Please specify what equipment/provision is needed, e.g. does the medication need to be kept at a certain temperature?

Please state the name of the staff member who will take responsibility for overseeing students' medical treatment on the visit:

Where applicable, please ensure copies of the following documents are taken on the visit:

1. Individual Medical Care Plan
2. Personal Emergency Escape Plan
3. Medical Information Sheet (EV8)

If it is necessary for prescription medication to be taken on the visit then please ensure:

- Please be aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically asked to do so, or unless the situation is an emergency.
- All controlled drugs are to be kept in a locked container – only staff should have access.
- All medication (except those items in the next bullet point) must be kept in a lockable container in a cool dry place. Students with medical conditions need to be informed where their medication is stored and how to access it. Staff will need to ensure that medication is accessible only to those for whom it is prescribed.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.
- All medication must be supplied and stored in its original containers – the prescription label should be visible. Staff should follow only what is printed on the prescription.
- All emergency and non-emergency medication must be clearly labelled with the student's name, the name of the medication, route of administration, dose and frequency, along with the expiry date of the medication.
- Any medication which needs refrigeration must be stored in an airtight container and must be clearly labelled. Refrigerators used for the storage of medication should be inaccessible to unsupervised students or lockable as appropriate.
- If a sharps box is needed on an off-site or residential visit, a named member of staff must be responsible for its safe storage and return to a local pharmacy, to the Academy or to the student's parent/carer.
- If a student refuses their medication, staff will record this. Parents/carers are to be informed of this non-compliance as soon as possible.
- If a student misuses medication, be this their own or another pupil's, their parents/carers are to be informed as soon as possible.
- It is vital that any medication which is administered to a student is recorded using the 'Medical Information Sheet' (EV8). These are confidential documents.
- **If a student has an epi-pen then they must bring this with them on the visit (the trip leader has the right to prevent the student from going on the visit if they do not bring their epi-pen with them). In addition to this a second epi-pen (which is kept in school – main reception) must be taken on the visit with the trip leader.**

Signed: _____

Date: _____

Name: _____