



# Chiltern Way Academy

Turning Futures Around

## **Educational Trips and Visits Policy**

**Responsibility for this policy (job title): Director of Schools**

**Responsibility for its review: FPGP**

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## **Introduction**

The Trust has formally adopted, through its Trust Board, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further Academy procedures have been agreed with the Trust Board to ensure that this policy is adhered to.

## **Aims and Purposes of Educational Visits**

The schools within the Academy Trust have a strong commitment to the added value of learning beyond the statutory Academy day and beyond the Academy premises.

Each year the Academies will arrange a number of activities that take place off the Academy site and/or out of Academy hours, which support the aims of the Trust.

The Trust Board has given its approval to the following types of activities being arranged in support of the mission statement of the Academy Trust

- Visits linked to Academy transition programme of '50 things to do before you are 11¾'
- Visits linked to key stage 4 controlled assessments and coursework
- Sporting fixtures
- Local visits (e.g. to places of worship, to other Academies, to local theatres/cinemas)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk
- Trips linked to D of E activities

## **Approval Procedure and Consent**

The 'CWAT trip protocol check list' (see appendix a) is the first consideration for any staff member wishing to organise a trip or visit. This outlines the necessary planning that will need to be in place before an Evolve document is completed. The Evolve system used will then highlight other planning needs for the group leader. All new staff receive an induction in how to plan trips and how to fill in both the protocol and Evolve software for educational visits

When planning activities the suitability of the trip, in terms of both safety and educational value need to be considered. The appropriateness of the venue and its facilities should also be considered with relation to the special needs of the student group. The mix of students selected needs to be considered carefully and individual risk assessments taken into account in all cases. Consultation with EVC, Behaviour lead, form tutors, SLT and the offsite provider

will allow the group leader to make an informed decision on whether the trip is appropriate for the students selected to attend.

Each campus' have a nominated Educational Visits Coordinator (EVC) appointed by the head of campus and approved by the Trust Board. The Trust Board has delegated the consideration and approval of educational visits and other offsite activities to the Head of campus and has nominated this person to act as necessary on behalf of the Trust Board.

Before a visit is advertised to parents the head teacher of each campus, the trustee and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the Academy on behalf of the students. All payments for the visit will be made through the Academy's accounts.

For extended day and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their child enters the Academy. Parents will be given the timetable for the activities that students are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their child taking part. The Academy has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The Trust has separate policies for 'Charging and Remissions' and 'Diversity' which applies to all educational visits.

### **Staffing**

The Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an Academy visit. The trip protocol check list (appendix) describes the responsibilities of the group leader

The balance of staffing on a visit needs to address the SECID needs of the Academy students. Considerations when making this decision will include number of students, gender, special needs, age and risk assessments.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. Staff wishing to lead an educational visit themselves should normally have previously acted as deputy group leader on a similar type of visit. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the Academy will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Finance**

Where external contractors are involved in organising all or part of the visit the contract will be made with the Academy on behalf of the students. All payments for the visit will be made through the Academy account. The Academy has a separate policy for **Charging and Remissions** which apply to all educational visits.

As far as possible finance for visits will be sourced internally. Extraneous funding will be sourced at all available opportunities. In the event of there being a shortfall in revenue to cover the cost of visits arranged by within a subject area / department, the subject / department leader will be required to make up the difference from their departmental budget.

### **Expectations of Students and Parents**

The Trust's **Behaviour Policy** and **Code of Conduct** applies on all visits. The group leader will brief students before the visit to remind them of expected behaviour and expectations. Where appropriate the group leader will the provider that the Academy's students have high needs and put into context the particular difficulties they face compared to mainstream students.

In addition, students going on residential and overseas visits must sign a visit-specific Code of Conduct drawn up by the Group Leader, as part of the condition of booking by the parents. This includes the potential of withdrawal of a student prior to or during the visit if they breach the Code or if their conduct would have led to a fixed term exclusion from an Academy.

### **Emergency Procedures**

The Academies will appoint a member of SLT as the emergency Academy contact for each visit. All major incidents should immediately be relayed to this staff member, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency Academy contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the Academy systems.

The Academies will have emergency funding available to support the Group Leader in an emergency.

### **Evaluation**

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Trust Board.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the Academies procedures.

## Appendices

Trip protocol check list:

<b>PRIOR TO TRIP</b>		
<b>Item</b>	<b>Details</b>	<b>Date completed</b>
Inform designated staff that they are on a trip so they can wear suitable clothing.		
Inform designated drivers.		
Ensure funding is available.		
Check the diary, choose a date and inform Head of Campus (HoC).		
Date approved by HoC.		
Plan the visit. Transport, meals, parking, itinerary. Please list;		
Complete Evolve. 2 weeks prior to trip where possible.		
Evolve approved?		
List of students to HoC for approval?		
Letters to parents. Include details – money, phones, uniform and suitable clothing/sun cream etc.		
Cash requested. Order from office in plenty of time.		
Packed lunches ordered. Give a week's notice where possible.		
Are two lunch times still needed at school? Inform kitchen and HoC.		
Amend class list and email all staff of all changes, put a list up on the white board in the staff room of all staff and students out.		
Arrange cover for staff duties and lessons.		

<b>PRIOR TO TRIP</b>		
<b>Item</b>	<b>Details</b>	<b>Date completed</b>
Attach separate sheet if necessary.		
Create an emergency contact list for all students. Attach copy.		
Check school vehicles are in good working order. Check first aid box is up to date on vehicles.		
Medication – who needs it? Detail meds and doses. Attach separate sheet if necessary.		
Notify Reception of anticipated leaving and arrival back to school times.		
Phone numbers of all staff attending to HoC and share amongst staff attending the trip.		
School camera – charge.		
Risk assessments discussed and any concerns with students noted and procedures in place to deal with any events on trip.  Attach separate sheet if necessary.		
Teaching staff provided cover work? List teachers attending and tick once they have confirmed.		
Arrange appropriate school ID cards for staff.		
Arrange appropriate school ID cards with In case of Emergency details on for all students attending.		
Behaviour Policy and code of conduct for trips. Please attach.		
Trip approval slips to be collected and attached.		