

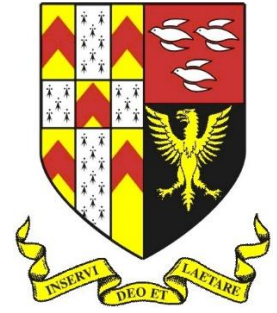
# The Friary School

## TRIPS & VISITS POLICY

### Introduction

This policy covers all educational visits that occur outside the school premises.

This may range from local trips to overseas residential visits.



### Aims & Objectives

Our school is committed to providing the best possible education for all of our students.

A key component of this learning experience is to provide a wide range of opportunities through trips and visits that enable all students to engage in first-hand experiences of a range of topics and activities.

Equally, beyond subject specific learning or skills, trips and visits develop social skills - including confidence, independence and resilience - which help to prepare the students for further challenges in school and later adult life.

All trips and visits must factor in all reasonable accessibility for all students with the expectation being that no child is disadvantaged due to their need.

### Roles & Responsibilities

The Headteacher holds strategic oversight for ensuring visits are approved as necessary, that all visits approved can be accommodated within the curriculum and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-Ordinator (EVC) is a member of the school's Senior Leadership Team who has received relevant induction and training (re-visited every three years) and is delegated as the operational lead in actioning all due process on trip organisation and delivery:

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit is acceptable.
- To check and approve that the leadership, planning, finances, and risk management for any trip or visit follows employer policy and guidance and presents no physical or financial risks to the school.
- To liaise with the EVOLVE team - our specialist provider of trips and visits guidance and support - provided by Entrust on behalf of Staffordshire County Council as required.
- To ensure that there is monitoring of trips and visits in keeping with the recommendations of employer policy, guidance and curriculum provision.

The Educational Visit Co-Ordinator will review each trip or visit proposal and key considerations will include:

- |                                      |                      |
|--------------------------------------|----------------------|
| ▪ Health & Safety / Risk Assessments | ▪ School Calendar    |
| ▪ Venue / Provider                   | ▪ Staffing           |
| ▪ Allocation of Places               | ▪ Curriculum Impact  |
| ▪ Transport Arrangements             | ▪ Financing          |
| ▪ Insurance Arrangements             | ▪ Supervision Levels |
| ▪ Training for Trip / Visit Leaders  | ▪ EVOLVE Approval    |
| ▪ Equalities of Access               |                      |

The Trip or Visit Leader will have overall authority over all participants on the trip or visit; ie - students, staff, etc. They should appoint an assistant leader to support them in their role and undertake the following tasks:

- To complete a School Authorisation Form for the Educational Visit Co-Ordinator to review.
- To undertake and complete the planning and preparation of the visit, including the briefing of visit participants, staff, volunteers, and parents where appropriate; the risk assessment; the completion of all other documentation required.
- To clearly define the role of other staff and supervisors.
- To be aware of safeguarding issues in planning and leading the visit.
- To ensure that adequate first-aid provision will be available.
- To monitor the health and safety of all members of the group during the visit and consider stopping the visit if the risk is unacceptable.
- To ensure that staff and supervisors have details of the school contact and that they are aware of emergency procedures.
- To ensure that staff and supervisors have details of students' medical or special educational needs and disabilities.
- To provide relevant trip or visit information to parents / carers.
- To secure and retain access to all participant's emergency contacts for all emergencies for the duration of the trip or visit.

The Trip or Visit Leader should also review school guidance which outlines 'Ten Steps To Take Once a Trip Has Been 'Educationally' Approved'.

Other supervisory staff on the trip or visit will undertake the following tasks:

- To represent the school - whether the visit takes place within or outside school hours.
- To ensure the health and safety of everyone on the trip or visit and act as any reasonable parent would in the same circumstances.
- To follow the instructions of the Trip or Visit leader and help with control, safety and discipline.
- To consider stopping the visit/activity (notifying the Trip or Visit Leader) if they consider the risk is unacceptable.
- To report any concerns relating to safety or safeguarding to the Trip or Visit Leader at the time or to the Designated Safeguarding Lead (where appropriate).

The students on the trip or visit will be expected to fulfil the following expectations:

- To not take unnecessary risks.
- To follow the instructions of the leader or any other supervisors (including those at the venue).
- To dress appropriately and behave sensibly and responsibly.
- To be sensitive to local codes and customs.
- To look out for anything which may be a threat and tell the Trip or Visit Leader / Other Supervisory staff about it.
- To not be allowed on the visit if their behaviour or welfare is considered to be a risk to themselves or the wider group.

## **Types of Trips & Visits**

We operate two types of trips and visits:

### **Core Curriculum - Educational Entitlement**

These are important experiences undertaken to either meet external assessment criteria or are crucial provision whereby a students' learning and progress would be stilted if they did not attend.

These experiences usually take place within the normal school day and will often necessitate a request for a parental contribution.

These experiences are open to all students whose curriculum entitlement necessitates their attendance and there is no expectation that any child will be excluded.

## Extended Curriculum - Trip or Visit

These are valuable or desirable experiences undertaken where they incorporate curriculum content but are not directly related to formal assessment outcomes. The trip will be equally concerned with broader personal and social development and the building up of cultural capital for the students' wider development and horizons.

These experiences will often take place during the school day, but can also take place outside the school day or even outside term time (in full or in part). They will always require a parental contribution.

These experiences are open to all students unless the school makes the decision that they cannot attend due to their personal welfare and/or conduct eliciting serious concerns for their and/or others well-being and safety.

Parents / carers are entitled to appeal the school's decision as part of this policy. This appeal must be made within 5 working days of the school's decision being communicated and will be judged by the Headteacher.

## **Charging & Remissions**

The school's Charging & Remissions Policy outlines procedures in this area.

The baseline principle is that the school's expectation is that all trips and visits will be self-financing or they will become unviable.

The school retains a small hardship fund and will consider support for those students facing financial constraints which limits their access to education. All such requests should be made to the Headteacher via [office@friaryschool.co.uk](mailto:office@friaryschool.co.uk). The entitlement for this fund is initially for those students in receipt of the Pupil Premium funding, although others may also apply, and is wholly at the school's discretion. There is no 'right' for payment.

All payments will be made via our ParentPay funding system and all payments are non-refundable once a place has been offered.

All trips will have a clear schedule of payments and deadlines must be met. When a trip or visit has a staggered payment schedule then deadlines must be met at each stage. If a parent requires extra time to meet a payment, then this must be arranged with the school via [office@friaryschool.co.uk](mailto:office@friaryschool.co.uk) with at least one week's notice.

Students going on a trip or visit can receive Free School Meals, or buy a meal, from the school canteen on the day a trip or visit departs.

## **Allocation of Places**

All trips and visits that potentially lack the number of places to meet demand will see places allocated through a draw of names.

This mechanism will see all parents / carers give an expression of interest on a trip on behalf of their child which will secure their child a place in the draw.

The draw will be conducted during the school day under the supervision of the Educational Visit Co-Ordinator and will be entirely random. All names will be drawn out in turn and added to the trip / visit list.

If the trip or visit places are over-subscribed then all those missing out on places will then be ordered on a waiting list as per the draw. If any participant withdraws from the trip or visit then the place will be offered to students in the order of their place on this waiting list - depending on whether this switch is feasible.

There is no right of appeal on this process and the school's decision is final.

## **Parent / Carers Awareness of Trip Procedures & Capacities**

Historically, the school has received parent / carer complaints when their child has not gained a place on a school trip or visit.

The school can only offer so many places for several reasons and any reasonable parent will recognise the limitations on any trip or visit. The limits on the number of students going on a school trip or visit are determined by:

- There are only so many places in accommodation.
- There are only so many places on planned excursions.
- There are only so many seats on planes, on coaches, on trains, etc.
- There are only so many staff who can be allocated to go out of school on a school trip or visit; and each activity has a statutory teacher/student ratio that cannot be exceeded; Eg - 1 to 10 on an overseas trip.
- There are only so many staff who are in a position to give up their days, evenings and weekends for free; Eg - family commitments, workload, etc.

Our school will always endeavour to offer as many places on a trip as capacity allows and if there is a limit on the number of places then this is entirely the school's decision.

## **Insurance**

Our school holds public liability insurance with Risk Protection Arrangements (RPA) which provides protection for a wide range of trips and visits aspects.

The full details of this cover can be viewed [here](#).

## **Use of Employees / Volunteers Private Motor Vehicles**

All those intending to use their own vehicles for transporting students must obtain the appropriate insurance under their own motor vehicle policy. They must provide the Educational Visit Co-Ordinator with confirmation of this before they carry any students in their vehicle.

All employees / volunteers are advised to ensure that their own vehicle insurance covers 'Business Use' to cover instances where they wish to transport students in their own vehicle. All liabilities rest with the driver.

## **First Aid**

All school residential trips will have planning in place to support First Aid provision.

When using a provider, checks should be made regarding the level of First Aid provision.

For trips or visits either abroad or some distance from the school, Trip or Visit Leaders must ensure they know the location of additional First Aid assistance and how to summon it if required. This must be part of the planning and emergency procedures.

All accidents that involve anyone - employees, students, or volunteers - when engaged in a school trip or visit must be recorded, investigated and reported in line with the school's Accident Management Arrangements.

## **Emergency Planning & Critical Incident Support**

Each trip or visit will include an Emergency Plan to deal with Critical Incidents including when a member of the group has:

- Suffered a life-threatening injury, illness or fatality

- Been placed at serious risk
- Been missing for a significant and unacceptable period of time

In the first instance the Trip or Visit Leader will notify the SLT contact in school by telephone who will then take the matter forward within the school.

If a Safeguarding concern arises on the trip or visit then the Trip or Visit Leader has access to call the Designated Safeguarding Lead (where appropriate).

If the level of incident is beyond the coping mechanism of the school, then support will be sought from the Primitas Learning Partnership and/or Staffordshire County Council.

The 24-hour Emergency number for Staffordshire County Council will be held by the school. Beyond this there is also the option to call Staffordshire County Council Fire Control where a request can be made to speak to the CCU Duty Officer.

## Monitoring & Evaluation

All Trip or Visit Leaders will complete a Trip or Visit Evaluation Form on return to school in order to identify the effectiveness of the exercise in terms of organisation, delivery and learning.

<b>Reviewed By</b>	Full Governors	<b>Implementation Date</b>	Nov 2023	<b>Review Date</b>	Nov 2025
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