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University Academy Keighley

Off Site Visits and Activities Policy (Formerly Educational Visits Guidelines)

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1. Introduction

University Academy Keighley believes that educational visits and reward visits play an important role in the education of our students as part of a broad and balanced curriculum. The school aims to provide pupils with a range of opportunities during their years in the school in order to encourage them to extend their experience (e.g. theatre & gallery visits); to promote personal, social and cultural development (overseas trips and visits); and to boost health and fitness.

Visits can help boost self-esteem, self-reliance, and teamwork while assisting in the development of interpersonal skills. We believe that such opportunities promote a sense of enjoyment and adventure which will engender a life-long thirst for greater knowledge and pleasure in learning.

School trips and educational visits have clear benefits for pupils and it is often these shared experiences that students remember long after they have left the school.

This policy sets out the responsibilities of everyone involved in the visit/activity and is intended to support staff to provide experiences for their students rather than providing obstacles.

2. Roles and Responsibilities

The Governors

The Governors will be informed of the trips and visits provided by the school.

The Principal

The Principal is responsible for approving all off site visits and activities.

The Principal must also:

- be satisfied that the visit has been planned effectively and that any risks identified by a risk assessment are minimised;
- be clear about their own role if they are going on the visit as a group member/supervisor. In these circumstances they must follow instructions of the group leader who is in sole charge of the visit;
- ensure that all staff accompanying the visit are appropriately selected and have the expertise, experience and qualifications relevant to the activities;
- ensure that the group leader has experience in supervising the specific age of the pupils on the visit and is able to organise the group effectively;
- ensure that the group leader, or an accompanying teacher, is familiar with the venue and is suitably competent to instruct the activity;
- ensure that the group leader is given sufficient time to plan and organise a visit properly;
- ensure that the ratio of adults: pupils is appropriate and suitable;
- ensure that child protection procedures are in place;

- ensure that parental consent forms are held for each student attending the visit;
- ensure that suitable arrangements have been made for the medical and special needs of all pupils;
- ensure that appropriate first aid provision is available;
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear;
- ensure that there is relevant insurance cover;
- ensure that medical conditions are notified to insurers for approval and doctor approval is sought where necessary;
- ensure that they have details of the venue including address, telephone number and contact name;
- ensure that a school emergency contact has been nominated and that the group leader has these details;
- ensure that the group leaders, supervisors and school contact have a copy of the agreed emergency procedures and the names of ALL members of the group, with emergency contact details of parents/guardians or next of kin;
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g. bad weather.

The Principal can delegate tasks to the group leader who will undertake the majority of the planning and organisation or other member of staff as they feel appropriate.

In the Principal's absence, the Principal may delegate the approval of visits to the Vice Principal.

The Educational Visits Co-ordinator (EVC)

The school may nominate an EVC; if an EVC is not nominated then the duties will pass by default to the Principal. The EVC may be a teacher or another member of school staff – in which case the EVC will be appointed by and act on behalf of the Principal. The EVC will be involved in the planning and management of visits including adventurous activities led by other members of school staff. The functions of the EVC are to:

- support the Principal and SLT with approval and other decisions;
- assign competent people to lead or supervise a visit;
- assess the competence of leaders and other adults proposed for a visit. This may include reference to awards, practical observations or verification of experience;
- organise the training of leaders of visits i.e. first aid, hazard awareness etc.;
- ensure that the group leader provides parents/guardians with full details of the visit enabling parents/guardians to accept or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- review systems and, on occasion, monitor practice.

The Principal and the EVC must agree the delegation of tasks and the way in which the role of EVC will work within the school.

The Group Leader

The group leader in charge of a group of children under the age of 18 is acting in “loco parentis”. The duty of care expected is that of a reasonably careful and prudent parent applying his or her mind to the school situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else.

The group leader is the staff member whom the Principal has approved to take overall responsibility for the supervision and conduct of the visit and for the health and safety of the group.

The group leader must:

- ensure approval has been obtained by the Principal before any visits take place;
- follow the school regulations, guidelines and policies;
- define accompanying supervisors’ roles and ensure tasks are assigned;
- have the ability to control and lead pupils of the relevant age group;
- be suitably competent to instruct pupils in the activity and be familiar with the venue;
- be aware of child protection issues;
- ensure that there is adequate and appropriate first aid provision;
- undertake and complete the planning and preparation, brief all group members and parents/guardians;
- prepare risk assessments before the visit
- apply dynamic risk assessment during the visit to take account of changing circumstances e.g. weather, site conditions.

Staff -Teachers & Associate Staff

Staff on school visits act as employees of the school.

Accompanying teachers must:

- do their best to ensure the health and safety of everyone in the group;
- act as any reasonable parent would in the circumstances;
- take reasonable steps to avoid exposing pupils to dangers that are foreseeable and beyond those that the pupils can reasonably be expected to cope with;
- consider stopping the visit or the activity and notify the group leader if they think there is an unacceptable risk to the health and safety of the pupils in their charge.

Volunteers

Adult volunteers must be clear about their roles and responsibilities.

Volunteers must not be left in sole charge of pupils except where it has been previously agreed as part of a risk assessment.

They must follow the instructions of the group leader and teachers and assist with control and discipline.

Pupils

Older pupils in particular have a part to play in avoiding risk to health and safety, they must:

- not take unnecessary risks;
- follow instructions of the group leader, teachers, instructors and people within the venues;
- follow the schools dress and behaviour conduct;
- when abroad, be sensitive to local customs;
- be aware of anything that may cause themselves or others harm, speak to their group leader or teacher if they are concerned.

Parents/guardians

Parents/guardians have the responsibility to ensure that their child is dressed appropriately, preparing their child for participation and accepting that a child who is a risk to the health and safety of either him/herself or others may be sent home early.

Parents/guardians must inform the school about any medical needs / allergies / special dietary needs etc. of their child. Our insurance company require us to notify them of certain medical conditions and injuries and may require a doctor's approval before confirming cover. The school will contact parents if this applies to their child.

When children are going on a residential trip, parents must supply an emergency contact name and telephone number. This contact must be available for the duration of the trip.

The school must inform the parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.

3. Aims of Policy

To ensure that when children are taken out on school visits there is suitable attention paid to their safety through appropriate leadership and adequate staffing ratios.

That sufficient planning of visits has taken place and the correct procedures have been followed.

That staff understand the additional guidelines related to taking a school trip abroad.

That all visits conform to the school's Equal Opportunities statements. Account should be taken of appropriate access and facilities for all children in view of their gender, physical abilities, race, religion and social background.

4. Objectives of young people participating in off-site activities

Learning outside the classroom has positive benefits for all groups of young people, including those underachieving or not sufficiently motivated by mainstream provision.

- Memorable activities lead to memorable learning.
- The place where activities happened often adds to their value.

5. Principles underpinning school trips

1. The aims and objectives of the visit/outdoor activity conform to the school's curriculum aims.
2. The group leader will be assisted with planning and the production of all documentation by the Cover and Administration Assistant, but the group leader will retain responsibility for all aspects of the trip.
3. The organisation of the trip includes a contact point for parents.
4. The financial procedures that will be used for the trip are clearly stated.
5. The level of supervision required is determined by the risk inherent in the trip and the participants.
6. That staff are suitably qualified to lead and supervise activities within the trip.
7. If the trip involves specialist instruction beyond the scope of the party leader, suitably qualified instructors lead the activity.
8. The code of conduct expected of students is made clear to students prior to the trip and is fully enforced.
9. That parents and the Principal are fully informed about what is taking place within the trip.
10. Staffing cover has been approved by the Assistant Vice Principal (Teaching and Learning)
11. That all insurance requirements have been adhered to.

6. Planning a trip

The key to delivering an enjoyable, effective trip is to ensure that the trip is well planned.

Timeline

The Group Leader must get the Principal's agreement in principle.

Then

The Group Leader must inform the Finance Director to discuss finance and any contracts that are required

Then

The Group Leader must draft letters to parents and submit these to the Principal together with a timetable of actions and the Visit Approval Form.

All visits must be put on the school calendar and they must be approved by the Principal a term in advance.

The timetable above will include:

When letters to parents will be issued

When risk assessments* will be completed and approved

The deadlines for forms to be returned/money paid to the Student Services Administrator. (This will be no later than one week before the date of the trip and earlier if it is a residential or overseas trip.)

When the lists of students and staff attending the trip are produced

When students (and parents) are briefed about the trip

7. Risk Assessments

Generic risk assessments will exist for most activities and appropriate risk assessments will be provided by the Cover and Administration Assistant. The group leader should assess the risks of the trip considering the students they are taking and produce a detailed risk assessment where they feel it is appropriate.

8. Financial Support

The academy is keen to ensure that all students have the opportunity to attend the full range of visits on offer.

The level of financial support available will vary depending on the academy's available budget. However, while the academy is in receipt of pupil premium grant the academy will use some of these funds to support students attending educational visits in the United Kingdom and abroad.

Parents/guardians may be asked to make a voluntary contribution to educational visits. The terms of any request made to parents/carers will specify that it is a voluntary contribution. In addition the following will be made clear to parents/carers:

- a) That the contribution is genuinely voluntary
- b) That students at the academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request
- c) The activity may not take place if insufficient contributions are made.

Parents/guardians will normally be asked to contribute to the cost of rewards trips. The academy may choose to fund some or all of a reward trip and this will be made clear to parents/guardians in the group leader's letter. All letters to parents/guardians regarding activities which request a voluntary contribution will include a statement inviting those parents/carers who find the cost of the activity prohibitive to contact the academy in confidence to discuss financial support.

9. First Aid

The group leader needs to evaluate the level of first aid required for the trip which should take account of the nature of the activity, location and students attending the trip. These criteria and the decisions made should be recorded on the trip's risk assessment. The group leader should also ensure that appropriate first aid resources are available to the group.

All accidents and incidents are to be recorded. If an accident/incident occurs at a venue with first aid facilities the accident will be recorded via the venue's accident reporting system.

All accidents/incidents should be recorded on SIMS on return to school regardless of whether recorded at the venue or not.

Fatality or Serious Injury

Action to be taken in this event:

- Assess the situation
- Protect the party from further injury or danger
- Call the emergency services (999 or other as appropriate)
- Render first aid
- Contact School link person for support

10. Approval by the Governing Body

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting.

Policy approved:

(Chair of Governing Body)

Date: 12th May 2015

Date of Policy review: 12th May 2016

Appendix 1 DfE Health and Safety Advice

Appendix 2 H&SE school-trips