



LEIGH

Academies Trust

School Visits and Trips Policy and Procedures



Leigh Academy

Peninsula East

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1 Introduction

The Leigh Academies Trust believe every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare. Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe. The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. The Trust has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

As a responsible employer we understand our obligations to:

- Assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- Introduce measures to manage those risks through a risk assessment
- Make sure our employees have a clear understanding about the risks and measures to be taken to manage the risks
- ensure that adequate training is given to employees on health and safety matters


Academies within LAT have formally adopted the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further Academy procedures have been agreed to ensure that this policy is adhered to, and these are outlined throughout this document.

Each year the academies within LAT will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of opportunities and activities are outlined every year along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Trust Board has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours' clubs, including competitions
 - School teams
 - Day visits for particular year groups
 - Residential visits
 - Overseas visits
 - Adventurous activities, which might be classed as higher risk.



Our educational visits are accessible to all of our students. If a student qualifies for free school meals, or in cases of financial hardship, financial assistance may be available from the School, please contact, in confidence, the Principal of the academy which the individual student attends.

2. Roles and Responsibilities

2.1 Role of the Principal in each academy

It is the principal's role to actively monitor the process of the trips to ensure that requirements are kept within the set guidelines issued by the Trust

- Ensure the financial viability of the Trip
- To ensure that the EVC keeps them informed of the progress of the visit
- To ensure that the activity leader is competent and has the experience and training to undertake the activity.
- To check that the EVC has designated an appropriately competent group leader who will meet the expected procedures outlined in this document.
- To ensure that in the event of a major incident or accident, the LAT guidelines are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.
- To ensure the arrangements are in place for the educational objectives have been satisfactorily resolved within the risk assessment.
- Ensure that there is always a contingency plan (Plan B)
- Ensure that staff are aware of and understand emergency planning and procedures
- Ensure that each individual academy has emergency procedures in place in the event of a major accident on an educational visit
- Ensure that each individual academy contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day

2.2 Role of the Educational Visits Co-ordinator


School visits are on the decision of the EVC (Educational Visits Co-ordinator). The EVC will consider the following points before agreeing that the trip can be organised:

- The value of the school visit relative to the curriculum and the expected learning outcomes
- To evaluate the potential risks involved and introduce measures to manage those risks
- The frequency of off site visits already made by that year group/curriculum area
- The staffing required
- Other implications which may be brought to bear upon the school, such as the clash of dates with other planned activities or the extra administrative support required in the organisation of the visit
- Financial viability and the potential risks involved
- Training needs of the staff who are going on the trip are considered and met.

2.3 Finance

It is the responsibility of the Finance manager to ensure that The Principal, EVC & Trip Leaders are kept up to date with the finance regulations and Trust policies and to ensure the trip viability.

- Ensure that the Trip budget form is filled out correctly and is authorised by the Principal and EVC
- To evaluate the trip costs so that a budgetary plan can be made
- Assist in all levels of the trip planning process, including a payment timeframe based on the trip criteria
 - setting timely instalment/s where applicable (avoiding months such as December and August where



possible and if applicable) whilst allowing for a minimum 30 day period (prior to the final payment deadline) for outstanding student payments to be 'chased' - payment timeframes are required to be cohesive with Tour Operators & Supplier interim and final payment timeframes. *payment timeframes should exclude School holiday periods.

- Help staff raise purchase orders for the trip expenditure

2.4 The Trip Leader

The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval in advance for any proposed visit off-site, no matter how short its duration.
- To ensure the finance department has been notified and are kept updated with the progress of the trip
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential/overseas trips.
- Have prior knowledge of the venue – The Trip Leader should make an exploratory pre visit, (see Safe Practice of Offsite Activities – [See 3.2 Planning](#)).
- To obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Undertake and complete a comprehensive risk assessment.
- Consider stopping the visit if the risk to health and safety of the students is unacceptable, and have in place procedures for such an eventuality.
- To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- To ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- To ensure that group supervisors and the emergency contact have a copy of the students SEN or medical needs.
- To ensure adequate first aid provision.

2.5 Responsibility of participating Staff

- To ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the Visit Leader and help with control and discipline.
- Notify the Visit leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.

2.6 Role of the Student

- To be aware of the risks including backup plans in case of emergency
- To know who their supervisor is at any given time and how to contact them if they notice an issue whilst on the trip.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour and the consequences for breaking these standards



3. Procedures for Organising Trips and Visits

Step 1: Request/Consideration

Discuss with the EVC (Educational Visits Co-Ordinator) and then to the Head teacher and gain approval before the next stage of planning begins. It is essential that this process is completed before the trip information is shared with other staff, parents and pupils. This is to ensure that:

- The value of learning objectives of the proposed visit and, if curriculum-based, its place within the Scheme of Learning.
- There is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school
- It is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes
- There is appropriate overall co-ordination to facilitate the trip including but not limited to Staff cover, Admin support, financial assistance etc.
- Carry out a preliminary risk assessment and discuss any health and safety issues with the EVC.


Step 3.2: Planning

At this stage it is essential that the trip is discussed with all the relevant departments before any commitments are made. It is a requirement that the Trip costs can be self-sustaining with a view that nobody is excluded due to financial status.

- Fill out the Finance Trip budgeting sheet and provide evidence that the trip is sustainable
- Make provisional booking enquiries for -;
 - a) transport , admission tickets e.g. hire of coaches or Academy minibuses, and any sites/venues that need prior arrangements, obtaining quotes where appropriate.
 - b) residential/overseas trips - obtaining quotes inclusive of accommodation , board basis, travel during your stay and additional excursions/entertainment required - confirmation of free adult places should also be detailed in any quote.
- Consideration of the ratio of staff to pupils to students based on the needs of the students and events involved (see item 7.1)
- Carry out a preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue where possible
- Carry out a full Risk assessment on the EVOLVE application or other equivalent risk assessment platform to assess the risk in respect of activities.
- Speak to the person in charge of the school calendar to make sure the Trip does not disrupt the time table (A preliminary check would have been carried out by the EVC).
- Speak to members of staff that are due to go on the Trip, ensure there is an alternative plan if members of staff cannot attend.
- Draft a trip letter to parents/carers outlining the scope and purpose of the trip.
- Discuss with the admin department regarding draft letters going to parents/guardians and proposed dates * Letters (other than gauging interest) must not be sent out at this point (see item 3.3)

Step 3.3: Booking & Confirmation

- Using the Finance Trip budgeting form as reference fill out relevant purchase orders via the purchase ordering system attaching quotations and supporting documents
- Check the payment schedule is set up for trips, making sure that the payments are manageable in the time frame (see item 7.3) and cohesive with supplier/tour operator payment terms and timeframes.
- Completion of parental/guardian consent forms for the trip

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- a) Including informed consent for activities and for the administration of medicines and medical treatment where required
 - b) Health and allergy information
 - c) Full passport details and dietary requirements as applicable
 - Draft letters must include -;
 - a) Deposit (non refundable) unless the Academy cancels the trip
*include the deadline date for the deposit
 - b) The Academy cannot guarantee a vacant place can or will be filled
 - c) Instalment payments (where applicable) will only be refunded in line with the booking/insurance terms and conditions
 - d) Reference where applicable to Climatic issues - where outside of the Academy or Tour Operator control refunds will only be possible if deemed appropriate and covered by Insurance
 - e) If the trip is by Invitation ie Sporting or specific to the subject being studied or is on a first come first serve basis
 - f) Valid Passport and visa trip details and requirements (as applicable) remain the responsibility of the Parent/Carer within the Academy specified timelines and Destination entry/exit requirements- refunds will not be given in the event these requirements are not met or incorrect information is provided
 - g) Overseas trips-; a caveat should be added -; In the event of any change outside of the School or Tour Operator control regarding destination entry requirements , tourist entry/departure taxes , passport/visa requirements and vaccination status -the cost of the trip per person may increase. Normal cancellation terms and conditions timelines apply on the withdrawal of a student
 - h) Trip/Activity terms and conditions of eligibility this includes student behaviour expectations and the potential consequential loss of monies paid if terms and conditions are not met
 - Provide a list of participating students to the person who administers the academies payment system
 - Send the pre-checked letter(s) to parents outlining the trip proposal. The letter will need to be checked by finance, The EVC & principal before publication *The timing of letters being sent must also be cohesive with the trip going 'live' on the Academies payment system (where applicable).
 - Obtain written consent, detailing the nature, purpose and related activities involved in the visit.

4. Monitoring

Once everything has been organised the trip needs to be monitored by the trip organiser (or designated member of staff). This is to ensure that there are enough viable spaces on the trip for the amount of places available and that people are up to date on the payments.

Monitoring 1: Finance/Payments

It is the responsibility of the trip leader to work with the finance team to ensure that the trip remains on target in respect to the following:

- Payments made for and on behalf of the student(s) are being monitored and that accounts are kept up to date
- That finance are aware of any payments that are due to suppliers and that payments have been made
- That both income and expenditure remains on schedule
- Any changes to the planned budget is brought to the attention of finance as soon as it arises.
- Any disputes or complaints in regards to either payments made or payments to suppliers are discussed immediately with finance.



Monitoring 2: Allocation of Pupil Places on Over-subscribed

Trips where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- look to see what other enrichment trips a pupil has already attended so that those who have previously been unsuccessful in an application are given priority over their next application;
- look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the trip is taking place in school time;
- look at behaviour records. We must be assured that pupils are meeting our expectations in school before we consider taking them on an enrichment trip (taking into account any SEND needs).

If there are concerns regarding behaviour these must be raised with the person in charge of behaviour management or a member of the Senior Leadership Team. Concerns must not be raised by other staff with pupils or parents/carers directly. If, despite all of these factors being applied, the trip remains over-subscribed, it is an Academy decision on whether they rely on drawing names at random or maintaining a list based upon receipt of an email request from the Parent/Carer - this should be kept in date/time order - IF a place becomes available

the place should be offered again at random or to the next person on the list as applicable with a maximum 2 working day deadline for the paid deposit or full cost (on a non residential/overseas trip) with further instalments (where applicable) payments to bring payments into line as soon as is possible cohesive with the set timeframes as applicable

5. Departure Details

The day of the departure will have already been confirmed with the EVC and all relevant departments. Whilst on the trip there will be designated meeting areas that will be decided and agreed by all staff and students attending the trip. On trips with multiple destinations and departure times staff will be responsible for keeping students informed of these times and locations. It is ultimately the trip leaders responsibility to ensure that the trip remains on schedule.

During the trip and before the day of departure a designated contact will need to be arranged so that a contact is available whilst the trip is ongoing, a member of the Senior Leadership Team will need to be assigned as the home contact unless otherwise previously agreed by the principal and EVC. The trip leader must have a mobile phone and be contactable whilst on the trip.

During the Trip

Information 1: Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Pupils and parents/carers will be made aware of and must accept the Trips Code of Conduct, which sets out the expectations of pupils. Should these be breached The school reserves the right to take measures to ensure that the wellbeing of others are not affected by poor behaviour, This includes but not limited to exclusion from activities and being sent home.

If pupils are excluded from any visit or trip where their behaviour has presented an unacceptable level of danger to their own safety and/or others, the decision to exclude will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.



Information 2: Accidents, Incidents and Emergency procedures

A first aid kit including any prescribed medicines/medical apparatus should be taken on every trip, A consent form signed by the parent/carer will have highlighted any medical needs before the trip has taken place

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults. They will follow the procedures set out in the academy's emergency plan.

Useful information

1: Insurance

Pupils and staff participating in domestic visits and activities are covered by the school's membership of the Risk Protection Arrangement (RPA) for Academy Trusts. The school will not accept responsibility for loss or damage to personal items brought on trips. It is the responsibility of the Trip leader to ensure that the nature of the trip where activities are involved are fully considered and covered by the Risk Protection Arrangement policy. In the event the Risk Protection Arrangement policy does not comprehensively cover the activities or desired level of cover (ie related to Covid) -additional insurance cover should be considered and budgeted from the outset


Student to Staff Ratios

Student ratios should be decided on the basis of the risk assessment (see 3.2) and with consultation with the EVC. A minimum of two staff are required for each trip – excluding sports fixtures.

Time Scales

When preparing a trip, it is important that it is arranged well in advance of the departure date to ensure that the following has been implemented.

- Financial obligations have been met, Invoices are paid and monies collected have been accounted for
- Letters that are sent to parents & guardians are sent within a timely manner as per table below
- Payment schedules set up so that parents/cares can pay in instalments split over the months leading up to the trip close date.
- Any 3rd party companies have had sufficient time to deal with our request
- Passport , Visa and Vaccination requirements as applicable are checked in a timely manner prior to departure
- *Item 3.3 and Trip letter details Parental responsibility
- The payment terms of the Leigh academies trust is 30 days therefore all trips need to be settled no less than 30 days prior to the final payment date. Please bear in mind some suppliers/tour operators may require payments to be made in advance especially with regards to Residential/Overseas trips where a 14 week guideline is recommended this allows for outstanding students payments to be chased and paid and ensure the Academy can meet an 8-12 week final payment deadline prior to departure which reflects very standard Travel payment expectations.



With this in mind the Trust have asked that academies observe the following guidelines :

<u>Trip Cost</u>	<u>Time</u>
Up to £50	No Less than 2 Months
£50 - £150	Over 3 months
£150 - £500	Over 6 Months
Over £500	12 Months and over
Over £1500	18 months and over

Minibus costs

If the school minibus is going to be used for a school trip that is not part of the curriculum education such as travel to another academy or a sporting event an amount of £20 should be applied per day with a £0.50 per mile for the first 100 miles. Costs thereafter should be calculated at current cost per gallon i.e. (£ Per litre x 4.54609) divided by average MPG of the vehicle times miles travelled

Example of a 100 mile journey of a vehicle with 38MPG and a current cost of £1.70 per litre

$$£1.70 \times 4.54609 = £7.73$$

$$7.73 / 38 = £0.20$$

$$£0.20 \times 100 = £20$$

Budgeting/refunds

Trips are not designed to generate funds for an academy and need to be budgeted accordingly. However, if the trip is found to be under budget by anything over a 5% threshold a refund will need to be set up so that the money goes directly back to the payee. However if the 5% is less than £5 a student no refund is required.

Trips are based on an individual trip basis and cannot fund other trips i.e. a buffer cannot be included to fund trip losses or go to fund other trips.

Inclusion

Schools are required to ensure that pupils with SEND and medical conditions have full access to education, including school trips. We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required. We acknowledge that it is unlawful to treat a pupil with a protected equality characteristic (such as disability, sex, religion or belief) less favourably or fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professionals to ensure that pupils can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents/carers of the pupil by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.