



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**POLICY
DOCUMENT**

Educational Visits and Trips Policy

Document Owner:	Trust Board
Responsible Trust Committee:	Education Committee
Date Approved:	Lent Term 2016
Review Date:	Lent Term 2018

APPROVED Signature (Trust Board):	DATE ()
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1. Other relevant policies and documents

- Behaviour Policy
- Charging and Remissions Policy
- Curriculum Policy
- Health and Safety Policy
- Health and Safety Manual
- Inclusion Policy
- Learning and Teaching Policy
- Safeguarding Policy
- Safeguarding Procedures Manual

2. Explanation of terms used in the policy

'Trust' = Seckford Foundation Free Schools Trust

'Free School(s)' = schools within the Trust

EVC = Educational Visits Co-ordinator

3. Purpose of the policy

This document outlines the policy for Educational Visits and Trips from Free Schools within the Trust. This policy covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own policy.

4. Policy statement

The Trust has formally adopted, the Norfolk 'Guidance for Offsite Visits'. <http://oeapng.info/> and as outlined on EVOLVE <https://suffolkvisits.org.uk>. Further procedures have been agreed with the Trust Board to ensure that this policy is adhered to.

The Trust and its Free Schools have a strong commitment to the added value of learning outside the classroom and beyond the school premises. They will seek to provide a broad and balanced range of learning outside the classroom opportunities for all students.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours clubs (music, drama, art, science, sport, homework etc.);
- School sports teams;
- Regular local visits (places of worship, swimming, other local amenities);
- Day visits for particular groups;
- Residential visits;
- Overseas visits and exchanges;
- Adventurous Activities.

This document sets out the policies for approval, staffing, charging, risk assessments and emergency procedures for these activities, and also identifies when parent / carer consent is required.

5. Approval procedures

The Trust Board has delegated the consideration and approval of offsite visits and activities to the Headteachers of the Free Schools.. The Headteacher is entitled to nominate the Assistant Headteacher as the EVC in each Free School. The Trust Board has approved the appointment of the EVC in each school as:

- Beccles – Melanie Herod
- Ixworth – Tom Ward
- Saxmundham – Jenny Shervington

Each EVC has received training by the Local Authority.

Before a visit is advertised to parents / carers the Headteacher and EVC will approve the initial plan. The Headteacher / EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system, available at <http://www.suffolkvisits.org>.

Staff leading trips should use the Trust's Education Visit Checklist when planning for a trip or visit. This can be found in Appendix 1.

The Trust has agreed a policy for categorising its visits in line with guidance produced by the Local Authority:

- Level 3 visits must be approved via EVOLVE and the LA's on-line approval gained;
- Level 2 day visits approved at school level on EVOLVE by EVC and the Headteacher;
- Level 1 local regular day visits - use EVOLVE to record and approve all visits.

It confirms that set of standard operating procedures or generic risk assessments existed for these visits. (These are posted in the EVOLVE Document Library for the Free Schools).

KEY:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on EVOLVE].

Level 1 = Local and regular visits that have generic risk assessments and standard operating procedures.

6. Staffing

The Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within each school to allow less experienced members of staff

to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The Trust values and recognises the contribution of volunteer adults and parent / carer helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Headteacher / EVC and Visit Leader and is entered on the voluntary helpers list kept by the Free School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the Free School will ensure that DBS screening is available for volunteers.

The appointed Visit 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 / or 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.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

7. Risk assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

8. External activity providers

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

The Visit Leader will make appropriate checks before committing the Free School to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

9. Parental / carer consent

Written consent from parents / carers will not be required for students to take part in the majority of off-site activities organised by the Trust and its Free Schools as most of these activities take place during school hours and are a normal part of a student's education at school. Additionally, newer versions of the Database Information Request Booklet have a generic consent form for Educational Visits and Trips, which should negate the need for any consent to be sought ever time there is a trip. However, parents / carers will be told where

their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The Trust has a standard form, which will be used for this purpose.

As part of the parent / carer consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents / carers 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 policies for Charging and Remissions, Behaviour and Inclusion, which apply to all visits.

10. Expectations of students and parents / carers

The Trust has a clear code of conduct for educational visits based on the Trust Behaviour Policy. This code of conduct will be part of the condition of booking by the parents / carers. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such students should be sent home early and parents / carers will be expected to cover any costs of the early journey home.

11. Emergency procedures

The relevant Free School will appoint a member of their Senior Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

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

All incidents and accidents occurring on a visit will be reported back and recorded following normal Trust procedures for reporting and investigating accidents.

12. Review by the LA

By buying into the EVOLVE system, the Trust has entered into a partnership with the Local Authority to utilise support for its arrangements for offsite visits. Where necessary the Trust and its Free Schools will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA and the Trust agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

13. Charging for activities and site visits

The Trust and its Free Schools may invite, but not require, parents / carers to make voluntary contributions for educational activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents / carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents / carers are reluctant to support it.

The Trust will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses, where those laws apply to Free Schools.

More information is available in the Charging and Remissions Policy.

14. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant Free School in the first instance. Serious issues could be raised through the Trust's Whistleblowing Policy.

15. Compliance and performance monitoring

The Trust Board will review this policy every two years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation and guidance.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal Audit
- Random testing by line managers



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“Providing a foundation for life”

Educational Visit Checklist

“The Trust and its Free Schools have a strong commitment to the added value of learning outside the classroom and beyond the school premises. They will seek to provide a broad and balanced range of learning outside the classroom opportunities for all students.”
(Trust Educational Visits and Trips Policy)

Please follow this procedure in order when planning / preparing for and carrying out an educational visit:

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| 1. Inform Line Manager and the Educational Visits Co-ordinator (EVC) you wish to carry out a trip | |
| 2. Complete an 'Educational Visit / Trip Request Form (V1)' | |
| 3. Check the whole school diary with the SAM | |
| 4. Prepare costings for the trip and budget, considering any subsidy | |
| 5. Announce in briefing your request to run a trip – check availability of students | |
| 6. Provisionally book event and transport | |
| 7. Begin completing 'EVOLVE' with all the necessary documents | |
| 8. Prepare a letter for students / parents / carers which must go through the SAM to check for Trust standards | |
| 9. First stage 'EVOLVE' approval from EVC | |
| 10. Liaise with the Assistant Headteacher for cover requirements | |
| 11. Liaise with SENCO for availability of support staff if required | |
| 12. Send letter home including details of how to pay with standard Trust visit consent slip | |
| 13. Collect student responses with any monies via the administration team | |
| 14. Confirm booking of event and transport after receiving consent slips and money | |
| 15. Complete 'EVOLVE' including planning documents / risk assessment | |

16. Once received final stage 'EVOLVE' approval, undertake the trip
17. Evaluate the trip and feedback to the EVC and through line management.
