

Educational Trips Policy

Effective Date September 2022

Approved by:	Board of Trustees	Date: September 2022
Last reviewed on:	September 2022	
Next review due by:	September 2024	

1. MISSION STATEMENT

Inicio Educational Trust (hereafter referred to as “Trust”) aims to provide trips and visits to enrich and further the education and personal development of all our students by ensuring all trips are fully inclusive and accessible. To achieve this, support is to be provided, where necessary, to facilitate inclusion of all students and to ensure the safety of all staff and students participating in trips at all times.

The Trust’s Educational Trips Policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE, local guidance from Bromley Borough Council and the Outdoor Education Advisers’ Panel (OEAP)

The Trust has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. School visits and journeys are viewed as a very important part of the rich provision of education both supplementing the academic programme and broadening the out of school activity provision.

2. AIMS

Curriculum: To provide a curriculum that includes, and recognises, the invaluable contribution that visits, journeys and educational experiences outside the classroom can make to learning and development.

Community: To encourage all students and staff to participate positively in educational visits, journeys and experiences, and understand that the community offers a wealth of learning opportunities.

Quality: To ensure that educational visits are used, wherever suitable, to enhance the learning experiences for all.

3. APPROVAL PROCEDURE AND CONSENT

Each Trust Headteacher has nominated a staff member as the Educational Visits Coordinator (EVC). The consideration and approval of educational trips and other offsite activities is the responsibility of the Headteacher and the EVC. The EVC must approve completed trip forms, costings & risk assessments for all trips before they are advertised to students/parents.

The Educational Visits Coordinator (EVC) has authority to approve the following:

- Regular nearby visits (village halls, libraries, shops, woodlands, places of worship, farms, schools, cinemas, theatres etc.) and day visits for particular year groups.

The EVC will scrutinise and approve the following activities prior to approval by the Governing Body:

- Residential and overseas visits.

The school will send information to parents/carers about each trip or activity during the planning stage. Parents/carers will be requested to provide their consent via School Gateway. If costs apply, payment for the trip also confirms parental consent.

If parents withhold consent for a specific trip or activity, the student should not be taken on the visit. If the parents give a conditional consent, the Headteacher and EVC will need to consider whether the student may be taken on the visit or not.

Parental consent acknowledges the responsibility of the parent to ensure their child has been made aware of the contents of the Trust Code of Conduct for students on school trips. A student can be withdrawn prior to and during a trip if their behaviour or attendance falls below the school's expectations. The school should state by covering letter the implication for parents (associated costs, collection of a child or children) as part of the consent from parents.

All Residential Trips

It is good practice to invite parents of students going on a residential or overseas visit, accompanied by the students themselves where appropriate, to a briefing meeting at the school, in order for arrangements to be explained and questions answered.

For trips that do not offer a briefing meeting (which includes all Duke of Edinburgh Award (DofE) trips, where self-reliance is an important aspect of the training) a fully informative letter will be sent out with a clear indication for parents who have queries to contact individual staff.

4. CHARGES AND REMISSIONS

The Trust's policy for charging and remissions will apply to all educational visits.

All money is banked with the Trust via School Gateway, and bills are paid by the Trust's Finance Office via the Educational Visits Administrator (EVA).

5. TOUR COMPANIES

It is recommended that staff use one of the following:

- Learning Outside the Classroom (LOtC) Quality Badge providers, as they have been inspected for the standard of their provision (safety, equipment and infrastructure) and quality of delivery appropriate to the needs of the group.
- The Adventure Activities Licensing Authority (AALA) which is currently sponsored by the Department for Work and Pensions (the Health and Safety Executive is currently designated as the AALA) licences organisations offering adventure activities to ensure that activity providers follow good safety management practices.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. All payments for the visit will be made through the Trust's accounts. The school might arrange special support agreements with partners such as World Challenge and, as a result, the contract is made with the parent.

6. INSURANCE

The Trust's insurance policy is provided by the Risk Protection Arrangement (RPA) for schools provides group cover for all members of parties involved in non-hazardous as well as adventurous trips. Details can be obtained from the Finance Department.

7. STAFFING

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

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

The school may vary the supervision ratios depending on the nature of the trip, the experience of the staff and the age of the students involved. Recommended ratios for trips are clearly stated on the initial trip planning forms. The Trust undertakes to make trips as accessible as possible to all students and will, if possible, adjust staffing ratios as appropriate.

In line with Safeguarding Policy, a minimum of two staff members must accompany pupils on every trip. Trips offered to pupils from different genders (i.e. Sixth Formers) should, where practical, be accompanied by teachers from genders as appropriate.

Where possible, a member of staff who is a qualified First Aider, should accompany each trip.

8. RISK ASSESSMENT

A full Risk Assessment is required for all visits and must be provided by the Trip Leader prior to approval being given. All Risk Assessments must be visit-specific and must cover the full itinerary. It is also the responsibility of the Trip Leader to obtain a risk assessment from the venue/supplier. The Risk Assessment should also be reviewed and, if necessary, updated prior to the trip to ensure inclusion of all pupils with educational or medical needs, even for trips and expeditions that occur regularly.

There must be on-going risk assessment by trip leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Trip Leaders and staff should always be prepared to make a dynamic risk assessment on site. Students must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.

Any student who is deemed to be a risk to the safety of other students should not be allowed on a visit.

It is important that students going on a visit are properly briefed before departure and given clear instructions as the visit progresses.

9. EMERGENCY PROCEDURES

The school will appoint two members of the Senior Leadership Team (SLT) as the emergency contacts for each overnight and out-of-hours visit. If the visit is in school hours, then the school office should be contacted. All major incidents should immediately be reported to the SLT, especially those involving injury or that might attract media attention.

For overseas and out-of-hours trips, the Trip Leader will hold full contact details of all students including the home contact details of parents/guardians, and for accompanying adults on a trip, next of kin details, as appropriate. The Trip Leader will be provided with emergency procedures in respect of potential trip-related incidents.

The Trust will have emergency funding available to support the Trip Leader in an emergency.

All incidents, including “near misses”, occurring on a visit will be reported after the management of the incident. It is a requirement that any incident or “near miss” on a trip should be reported to the EVC immediately upon return from the trip. Incidents involving particular children will be stored by the school until they reach the age of 25 (as per GDPR).

More serious incidents will, on judgement of the EVC, be passed to the Head Teacher. Any area of Health and Safety concern must be reported to the EVC immediately on return from the trip.

10. EVALUATION

All visits will be evaluated by the Trip Leader. The exception will be local visits where the evaluation may be written or verbal to the EVC/EVA.