

Nishkam School Trust



School Trips Policy

Policy Version	Date Approved	Signed by Director	Signed by Executive Principal/Headteacher	Signed by School Lead
1.1	MAR 2017			

NST School Trips Policy

1. Introduction

This policy is designed to ensure that students stay safe and healthy on school visits.

- The policy has been written in accordance with current DfE Guidance: Health and Safety of Pupils on educational Visits, the Outdoor Education Advice Panel (OEAP) and ROSPA guidelines. (www.rospa.org.uk/safetyeducation/schooltrips)

Every effort will be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender, religion etc.

Policy objectives

- To detail the procedures required when organising a school trip.
- To define the type of trips that should be encouraged to take place.
- To identify the roles of trip organisers, accompanying staff and students.
- To identify the standards expected from all participating in school trips.
- To identify the types of work to be completed on school trip.
- To make trips enjoyable for both staff and pupils.
- To ensure parents that the child's safety is paramount in planning a school visit.

Types of school trip

Students at Nishkam School Trust will be actively encouraged to attend the many types of school trips that are offered, these are listed below:

- Short visit, close to school.
- Visiting a place of educational interest some distance from school.
- Visits to other schools.
- Residential visits.

Staff are required to read the National guidance on Outdoor Education Advisers' Panel (OEAP) website (<http://oeapng.info/visit-leader/>). This website is referred to throughout this policy

All documentations and a link to EVOLVE can be found on local school servers.

2. Roles and Responsibilities

Principal/Headteacher: Will be in agreement with the trust for the approval of the high risk/overseas/residential visits. For further guidance please refer to OEAP e.g. section 3.4g.

Governor: The Trust Representative will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Principal/Headteacher. For further guidance please refer to OEAP e.g. section 3.4j.

Educational Visits Co-ordinator (Senior Leader): Will be responsible for giving a first line approval for all visits and will have responsibility for giving final approval for visits that are

not overseas/residential/ or high risk. Approval will be given based on consideration of the plans and information including risk assessments submitted on **Evolve**. Approval is also given based on the competency of staff leading and attending the visit based on the type of visit, approval will be given pending the competency of staff both leading and attending the visit. The Educational Visits Coordinator will communicate with staff who are planning educational visits, in order to ensure that paperwork is completed within the time frame detailed in the policy.

The Finance Officer: The Finance Officer will collect and bank payments for visits where charges are permissible; provide trip leaders with accurate reports.

Education Visit Leader: The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with their training and guidance documents on Evolve. The Visit Leader will only lead visits that they are competent to lead and will only use competent providers. They will also ensure that the visit is fully risk assessed based on the information of individual students where required. In addition they will ensure that they have emergency plans in place and will evaluate the visit afterwards.

3. Procedural Requirements

- **Underpinning Legal framework Duty of Care:** Visit leaders must have read and understood the Underpinning Legal framework and Duty of Care section from the OEAP eg section 3.2a.
- **Risk Assessments:** A generic risk assessment is available from the local server and should be completed for every offsite trip/visit. The process of a risk assessment should be to evaluate the students attending eg medical, special needs or behavioural issues, transport, location and the possible hazards and/or risks that may be encountered. Staff should always be prepared to adapt as necessary according to unexpected conditions and always have a 'Plan B'. Risk assessment should be carried out by the Visit Leader in conjunction with the other staff on the visit and possibly students. Risk assessments should be shared with all parties on the visit. To access the competence of a provider, Visit Leaders should sample their risk assessment to be aware of risks that may need to be managed prior to the visit. Please refer to OEAP eg section 4.3c.
- **Approval of staff to lead activities and visits:** All staff that lead off-site activities/trips and visits will be deemed accountable, competent and confident by the Principal/Headteacher and/or the Educational Visit Co-ordinator (Senior Leader).
- **First Aider:** It is school policy that, where possible, a qualified first aider should accompany students on trips/visits.
- **Mobile Phones:** The Visit Leader needs to have mobile phone contact, live and accountable to the school, at all times of the visit, except in certain circumstances eg whilst driving, in areas of poor reception or at venues such as churches or theatres. However the Visit Leader, when it is safe to do so, should check for messages or missed calls on a regular basis. Visit Leaders should ensure that the mobile phone is fully charged and operational. This area of the policy must be read in conjunction with the school Minibus Policy.
- **Continuing Faith Development whilst on visits:** It is seen as good practice by the school that whilst on residential visits, the school's values and dispositions will be developed where possible.
- **Evaluation of external providers:** It is good practice that Visit Leaders have prior knowledge of the location they are visiting. This will assist with risk benefit management. If a visit prior to the arranged date is not permissible, then full research

on the location should be carried out. Evaluation of competence can be carried out by researching websites or brochures, by using a provider with a quality badge (lotc or adventure mark), by looking at visitor risk assessments or by sampling the risk assessments, by accessing data on past visits or by consulting other schools (evolve), preliminary visits or Governing Bodies for the activity. The OEAP Offsite Visit Adviser must always be consulted.

- **Parental Consent:** No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent in the form of a reply slip. All students need to return a medical consent form for each trip in case of changes.
- **Residential Visits:** A Parental Information Meeting must be held before any residential visit takes place. This should be included in the visit planning process of that particular visit.
- **Information about participants, medical conditions special needs etc:** Students should be identified and the appropriate measures put in place to deal with emergencies and/or incidents. An appropriate staff to student ratio should exist on every trip to include cover, should a member of the trip/visit team be drawn away to deal with a specific situation
- **Prior notification and approval of visit plans:** All visits should be entered onto **Evolve** and no visit is allowed to proceed unless the visit has been approved by the appropriate person.
- **Registers:** A register of students must be taken prior to departure, during and after all visits, trips and off-site activities.
- **Emergencies:** Visit leaders should take with them at all times the designated emergency contact numbers for the school. This information must be shared with all sub leaders. A first aid kit must be taken on all off-site activities, visits and trips. Staff are to be made aware that the emergency number 112 called from a mobile phone acts as a GPS location signal for emergency services in the UK. For critical incidents please refer to the Nishkam **Critical Incidents document**. This can be found on shared drive.
- **Expectations of Students and Behaviour:** The schools Behaviour Code of Practice applies on all trips and educational visits. Alcohol is not permitted on any trips or visits by students or staff. Appropriate sanctions will be applied on the visit or on the return should any issues occur. Parents will be informed, as soon as possible, of any significant issues. Poor behaviour on any trip or visit may result in students needing to be collected from the trip by parents and/or being excluded from future trips or visits.

4. Insurance

The Principal/Headteacher is responsible for appropriate insurance cover and advice parents of which responsibilities the school accepts and the scope of any insurance cover the school is to arrange. The insurance cover must detail:

- employers liability;
- public liability;
- personal accident cover for teachers, other adults, and pupils;
- costs of medical treatment;
- specialised risk activities (often excluded from standard policies) and the costs of evacuation for medical reasons when abroad;
- damage to or loss of hired equipment (check the wording of the hire agreement); programmed and non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;
- compensation for loss of baggage and personal effects including money;
- legal assistance in the recovery of claims; and failure or bankruptcy of the travel company.

- obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The group leader will scrutinise carefully the list of exclusions in the policy. If there is any doubt about the cover the insurer should be asked for clarification. The group leader should ascertain the details of the insurance held by the tour operator.
- additional cover may be necessary for participants with medical conditions. The group leader will check this with the insurance company before departure.
- some parents may cancel their child's place in the visit. The group leader will forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available.
- when hiring coaches etc the group leader will check that the company used has appropriate insurance.
- use of school/private vehicles: the group leader will check that the insurance policy for the school minibus is appropriate to the journey. The Principal/Headteacher will ensure other adults using their own cars to carry pupils on school visits are properly licensed and that their insurance covers this appropriately.

5. Procedure for Organising an Educational Visit

5.1 Please follow the procedure below to ensure that:

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (office, Principal/Headteacher, LA, parents, Trust Representatives, children) is effective and efficient

5.2 Please inform the following people about proposed visits out of school before booking:

- Principal/Headteacher
- Educational Visits Co-ordinator (EVC)

5.3 Specific Procedures

1. Complete the online booking form on **Evolve**. Risk Assessments should be completed and attached to the online booking form.
2. Complete finance form and submit to Finance for checking.
3. Arrange for affordable payments to be made and collected in at the Student Finance Office. Deadlines for payments must be set in place and adhered to
4. Book relevant transport, tickets and accommodation if required. For good practice it is advisable to follow the OEAP e.g. guidance Visit Leader Checklist section 3.3e .
5. Ensure that draft letters to parents are authorised by the EVC before distribution to students.
6. Communicate with Finance with regards to numbers and payments made.
7. Collect the medical consents for students attending the visit prior to departure and familiarise themselves with medical needs.
8. Complete trips cover form for agreement by Principal/Headteacher/SLT.

9. Complete student spreadsheet on the shared area. One copy to be taken on the trip, one to be left in the front office, and one to be uploaded to **Evolve**.
10. Refer and complete the check sheet in the shared area.

6. On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma pumps and Epipens as necessary
- Brief supervising adults
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of students regularly, and always when changing locations
- Receipts must be obtained for all spending or purchases which use school funds or are expected to be claimed back from school funds. It is the expectation of the EVC to ensure this procedure is followed by him/her and any other team member on the visit

7. After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader and accompanying staff. Complete the visit evaluation on Evolve. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

If the Principal/Headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then THE VISIT MUST NOT GO AHEAD.

8. Monitoring, Review and Evaluation

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.