



Educational Trips and Visits Policy

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Academy Trips and Visits

Springwell Lincolnshire believes that learning outside the classroom and offsite visits are a vital part of the education we provide for our young people. Such visits help our young people have a wide range of educational experiences, encounter and have success in unfamiliar environments and activities, and develop positive links with our community.

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the Academy.

Springwell have adopted the OEAP National Guidance, and staff should have reference to this guidance as well as this policy when planning and evaluating the success of learning outside the classroom. In the case of any apparent conflict between this policy and the National Guidance, this policy must be followed, or clarification sought from the Educational Visits Coordinator (EVC).

Roles and Responsibilities

Each school will have an allocated Educational Visits Co-ordinator (EVC), and the Executive Vice Principals with strategic responsibility for trips and visits will be responsible for signing off trip plans and risk assessments for their respective schools.

The trip leader is responsible for planning the trip, making arrangements with any venues or providers, and completing all risk assessment and planning paperwork. The trip leader takes overall responsibility for the behaviour, wellbeing and safety of students while on the trip.

Procedural requirements

1. Prior notification and approval of visit plans

Staff must complete a trip booking form through evolve and have it approved by the EVC for their school and the Executive Vice Principal. Staff should have approval before they communicate with students or parents/carers about the trip, and before they make final confirmations with and payments to any providers or venues.

2. Risk assessment and management

The Health and Safety Executive and DfE recognise that learning outside the classroom helps bring the curriculum to life, and that striking the right balance between protecting pupils from risk and allowing them to learn from school trips is essential. The DfE say that *“school employers should take a common-sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, not to prevent activities from taking place. Sensible risk management should avoid needless or unhelpful paperwork.”* (DfE advice on health and safety for schools, 2014).

Trip leaders will complete written risk management plans for the method of travelling as well as for the venue and/or activity itself. In line with National Guidance these requirements should be proportionate to the risks and not impose unnecessary bureaucracy. We have therefore written generic risk assessments and standard operating procedures for regular methods of travel, and regular activities, which staff will make use of for regular and usual trips. Trip leaders will complete additional visit-specific risk assessments if required.

The EVC and Executive Vice Principal will undertake training in risk assessment and risk management, to ensure that they are able to quality assure the plans submitted by trip leaders. If individual trip leaders are identified as requiring training in this area, the apprenticeship model will be used (as described above) before seeking further external training.

Furthermore, in line with National Guidance and to reduce unnecessary bureaucracy, Springwell Lincolnshire schools can designate a “learning beyond the classroom area” around the school. Travel to and activities within this area will be risk assessed, and the school will set standard operating procedures for taking children on short visits in this area. This would include things like visiting a local shop, taking a school dog for a walk, or collecting fallen leaves in the streets around the school. Such trips and visits do not need to be logged on evolve, or risk assessed in detail, providing they fall within the school’s clearly demarcated learning area, and providing standard operating procedures for trips and visits in this area are adhered to.

Springwell Lincolnshire understand that while on a trip or visit, dynamic risk assessment will be used to continually assess the risks of unforeseen activities or hazards, such as changing weather, illnesses, behavioural problems or emergencies.

3. Approval of staff to lead activities and visits

Each trip must have a clearly designated trip leader. This will normally be a full time, experienced member of staff, and will not usually be an NQT. There will be a designated Deputy. This could be a less experienced member of staff who is learning about trip planning, as per the apprentice model of training explained elsewhere in this policy.

Trip leaders must be accountable, confident and competent to lead the trip or visit for which they are approved.

- **Accountable:** the leader will have been engaged through an appropriate recruitment process which includes vetting, induction into Springwell’s policies and procedures and safeguarding training.
- **Confident:** the leader must be someone who is able to take charge of a situation, and also understands their abilities and limitations.
- **Competent:** the leader must be someone who has demonstrated their ability to operate effectively, and has sufficient relevant experience and knowledge of the activities, the group and the environment which the visit will take place in. For adventure activity leaders, competence is best demonstrated through holding a national governing body leadership or coaching award at an appropriate level.

Mixed parties will ideally be accompanied by at least one male and one female member of staff whenever possible.

Ideally, the leader will have a first aid qualification; if not, the leader must ensure there is adequate first aid provision available. A First Aid kit appropriate to the visit must be carried at all times, including on the journey. Staff will ensure that the kit includes any specific medication needed for students on the trip (such as an inhaler, epipen etc). HSE guidance will be followed in relation to the contents of any First Aid kit.

Where adults other than Springwell staff are accompanying a trip, the number of Springwell staff should be more than half of the minimum number of supervisors required. A DBS check will be made for all volunteers accompanying trips or visits, otherwise they may never be left in sole charge of pupils.

Trip leaders must ensure that young people are supervised in accordance with the principles of “effective supervision”. They must take account of:

- The nature of the activity (including its duration),
- The location and the environment in which the activity is to take place,
- The age (including developmental age) of the young people being supervised,
- The ability of the young people (including their behavioural, medical, emotional and educational needs) and
- Staff competence.

The Executive Vice Principal must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties. The general guidelines for our setting will be a ratio of 1 adult to 4 students for non-residential trips where the element of risk is similar to that in everyday life.

4. Evaluation of external providers

If a venue or provider has achieved the “Learning outside the classroom quality badge”, we will consider any risks associated with them effectively managed.

If a venue or provider does not have this accreditation trip leaders must take the following steps:

- Ensure that the venue or provider has filled out a provider form. This can be downloaded from evolve, and should be uploaded to your trip plans on evolve.
- Ensure that the venue or provider has public liability insurance.
- If an adventurous activity is to be undertaken, the venue or provider must have the relevant National Governing Body qualification.
- **Do not** ask to see risk assessments for the venue or provider. It is sufficient if the venue or provider states on the provider form that they have risk assessed the activities, and that their qualifications make them competent to do so.
- The leader should undertake an exploratory visit, whenever possible. If this is not feasible the leader must consider how they complete an adequate assessment of the risks.

5. Parental communication and consent

Although schools are not required to obtain consent from parents/carers for students to participate in off-site activities that take place during school hours, parents/carers sign up to routine activities, including trips and visits in the local area as part of our admissions process. Parents/Carers will be told where their child will be when not on Springwell premises, and of any extra safety measures required.

Consent is required for trips and visits taking place outside school hours, and for activity at any time which involves a higher level or risk, or a long journey. For these kinds of trips and visits, parents/carers will be fully informed in writing about the proposed trip and asked for consent. Parents/carers will also be asked for the following if this information is not clear in the school admissions paperwork:

- Consent for children to receive emergency medical treatment including anaesthetic or blood transfusion in the event of an emergency where parents cannot be contacted
- Consent for the school to share personal data such as contact details, medical and behavioural information with the venue or provider
- Consent for the use of photographs by the school or by the venue/provider (if not included in the school)

Trip leaders must be aware that seeking consent from children in local authority care can take longer than for children who live with their parents, and should make allowance for this so that children do not miss out on opportunities.

6. Visits that need to be approved only after consultation with an external advisor

If visits involve adventurous activity, or other risky activities that Springwell have not previously been involved in, the Executive Vice Principal may choose to consult with a Local Authority advisor before approving the trip. If advice is sought it will be shared with the Executive Principal before a decision is taken regarding the trip.

7. “Checking out” and “checking in” before, during and after a visit

Staff will make plans to ensure that students are regularly counted during a trip, and that they are checked in and out at various points throughout the trip.

8. Driving: staff cars/minibus

Written consent of parents/carers is required when students are transported in private cars. Drivers must have suitable insurance and meet other safety requirements – please see the Trust policy on the use of staff vehicles.

Staff who drive a Springwell minibus will meet all of the requirements as outlined by the DVLA for this class of vehicle.

Maximum loading capacities will be observed, and all drivers must be strictly within the law.

Notification to Springwell is required where drivers have either any previous motoring convictions or health problems that affect driving.

All passengers will wear seat belts at all times.

9. Emergencies

Trip planning will include nominating a suitable person to provide cover at base for all hours of a visit (see below). All members of staff on a trip will carry the contact numbers for this person, as well as the contact numbers of the Executive Principal and Vice Principal. A mobile phone will be issued to staff for the duration of the trip, if they require one.

10. Monitoring

It is a statutory requirement for an employer to monitor the implementation of their health and safety arrangements. The Executive Vice Principal will be responsible for monitoring activities to ensure the following:

- Visits and activities are carried out safely and effectively and in line with Springwell’s policies and procedures
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice
- Employees have access to, and have read, relevant policies and National Guidance Employees have had access to relevant training that supports the implementation of National Guidance
- Springwell appoints, trains and revalidates EVCs in accordance with National Guidance

- Springwell practices, including notification and approval procedures, comply with this policy and National Guidance
- Springwell keeps proper records

The majority of this monitoring will be done through discussing, quality-assuring and approving the plans for trips that trip leaders submit through evolve. However pursuant to National Guidance monitoring should include an element of field observation, that targets or samples the range of provision. The EVP will be responsible for ensuring this is done regularly in each school, and reporting to the Executive Principal.

Monitoring of health and safety will be done in such a way that it is a positive experience for trip leaders, with supportive feedback to enable them to reflect upon and improve their practice. National Guidance states that it can be integrated with appraisal and with observations of teaching and learning.

11. Evaluation

The Executive Vice Principal (EVP) will be responsible for annual evaluation of the trips and visits policy and its operation and impact in each Springwell school. At a minimum, they will use the National Guidance model form and feed back to the Executive Principal.

Evaluation of trips and visits, and the impact they have on our students' overall experience and curricular learning will also be evaluated through normal school self-evaluation process and development planning.

Induction and staff training

Staff identified as requiring practical training and experience as trip leaders will be given the opportunity to work within an apprenticeship model. They will be partnered up with experienced trip leaders who will support them in learning how to plan a trip, assess and manage any risks, and evaluate the trip.

Emergency procedures and incident reporting

Leaders in charge of students during a trip or visit have a duty of care to make sure that they are safe and healthy, and a common law duty to act as a reasonably prudent parent would. The trip leader would normally take charge in an emergency, however it may on occasion be more appropriate to have a more experienced member of staff on a trip or from a venue or provider take charge of the emergency, while the trip leader takes charge of the rest of the party.

Trip planning will include nominating a suitable person to provide cover at base for all hours of a visit. For residential trips, this person must be available 24/7. The emergency cover person will have 24/7 access to all details of the visit, through evolve, and to medical and next-of-kin information for staff and young people through Arbor. All members of staff on the trip will have the contact details of this person, and the Executive Principal and Vice Principal.

Where actual injury is sustained the normal reporting procedure will be undertaken immediately on return to the school. In grave situations a preliminary report will be made by telephone to the emergency base contact.

Useful lessons can be learned from "near misses" which may help to improve the safety and wellbeing of future trips. Trip leaders are encouraged to report such occurrences to the Executive Principal or Vice Principal. The mere

fact that a “near miss” has occurred will not be taken as implying any criticism towards the quality or action of the trip leadership.

Should an emergency occur, the trip leader will:

1. Establish the nature and extent of the emergency as soon as possible
2. Summon the appropriate emergency services
3. Ensure that the whole party is safe, accounted for by a roll call, kept together and adequately supervised at all times
4. Inform the emergency base contact person.
5. Establish the names of any casualties and get immediate medical attention for them
6. If students have to attend hospital, ensure that they are accompanied by a member of staff
7. Ensure that students do not telephone parents/carers or go on social media in the immediate aftermath of an emergency. At this stage, full details may not be available and inaccurate information might cause unnecessary anxiety for relatives and others at home. As soon as it is practical, students’ mobiles should be collected but left switched on. If an incoming call from parents/carers is received, the student should be allowed to take this, under staff supervision. After the student has greeted the parent/carer, a member of staff should take the phone, and use the statement below. After this, the student should be allowed to say goodbye to their parent, without giving any further details.
“An incident has occurred on the trip. Your child is not involved in the incident. She is unharmed, and is not the subject of any disciplinary action. Further details will be given out by the Executive Principal when all the facts are known.”
8. Later, when full details are known, supervised contact between students and their parents/carers can be made using the procedure above
9. Parents/carers of students involved should be contacted as soon as full details are known. It may be appropriate for the emergency contact at base to do this so that the trip leader can manage things on the trip.
10. Ensure that nobody on the trip speaks to the media. All media enquiries should be answered with the statement *“any statement will be issued by our Executive Principal in due time.”*
11. Write down accurately and as soon as possible any relevant facts or witness details to present vital evidence. Keep a written account of all events, times and contacts after the incident.
12. Complete an accident form and/or any other appropriate forms as soon as possible after the emergency.

Behaviour

Our behaviour policy applies during all school trips and visits. Staff planning a trip must consider students’ individual risk assessments, and adapt risk assessment and management plans accordingly.

Any specific behaviour expectations, such as whether students are allowed mobile phones on a trip or visit, will be explained to students and families before the trip, and frequent reminders will be given.

Inclusion

Inclusion is a key part of the Springwell Lincolnshire ethos. As trips and visits are an important part of the curriculum, it is vital that we plan trips that will be accessible to all, through reasonable adjustment if necessary.

The trip leader will make every effort to include disabled pupils and pupils with special educational needs or medical needs, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and risk management plans.

Entitlement to trips and visits will not be removed from young people purely as a sanction for poor behaviour. However, if staff believe that a young person's behaviour in the period of time running up to a trip or visit has been such that they would not be safe on the trip, then staff are of course entitled to prevent that young person from coming on the trip. Alternative provision should be made for the young person to access relevant curricular learning that they will miss on the trip or visit.

Insurance

It is imperative that party leaders even for the shortest of trips should ensure adequate and appropriate insurance cover and medical cover is in place. Assistance and advice should be sought from the central team within Wellspring Academy Trust. A copy of the limits of the insurance cover should be included with the trip details sent to parents/carers.

When thefts occur, a report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done.

Finance

We may ask for voluntary contributions towards trips and visits. If we do, we will always ensure that our communications make it clear that the lack of a contribution will not prevent any student from accessing any opportunity.

Data protection

Our school admissions pack includes a general GDPR statement, which includes information for parents/carers about how their child's emergency medical and contact information is used during trips and visits.

Trip leaders must make sure that venues or providers do not share students' information, including recognisable photographs, without express permission from their parents/carers.

Putting a trip onto Evolve

1. Go to <http://evolve.edufocus.co.uk>
2. Select Lincolnshire County Council from the dropdown list
3. Log in (click "reset/forgotten password" if you haven't got a log in!)
4. Go to the blue "add" tab at the top
5. Follow the steps to enter information about your trip

- **Attendees** - don't put in individual pupil names. We don't know who will be behaving safely on a particular day and therefore able to attend. Put the full group numbers in, and write "trip participants list to be approved by SLT on the day of the trip". You then have to speak to SLT on the day of the trip about who you are actually taking.
- **Event Specific Notes** – in a later section you will add generic risk assessments for travel type and activity. This is where you include anything specific to your children and your trip. E.g. you will upload the RA for minibus travel, but you want to add a specific note about the one pupil you have who bolts when let off the bus, and how you will manage that.
- **Attachments** – we will provide generic risk assessments (stored on teams) that you can sign to say you have read, and considered, and then upload. You can also upload any other documentation you have about the trip, e.g. letters, itinerary etc.

6. Submit the trip. Please untick the people who don't need to know about your trip. You need to alert your EVC EVP for your school.

Please submit trips at least one week in advance of the trip date so that both the EVC and EVP can read and approve it. For trips which involve "adventurous activities" we need to consult the LA, which can take 6 weeks, so any such trips need to be submitted at least 8 weeks in advance.

Adventurous activities and other more complicated trip stuff:

- If a provider has a "learning outside the classroom badge" we consider all risks there effectively managed, so you don't need to risk assess or manage it yourself. **Do not ask to see risk assessments for these places.** You won't understand them, and by asking to see them you take on legal responsibility for making sure they are followed.
- If a provider does not have this badge, you need to get them to fill out a provider form and upload this to your trip info (on evolve – pink "resources" tab, pink button, templates/forms)