

UNDER REVIEW

Rye Academy Trust Educational Visits Policy 2016
Adopted: 1st November 2016

Educational Visits Policy 2016

The Grove, Rye, East Sussex, TN31 7NQ
T: 01797 222545 F: 01797 224343 E: office@ryecollege.co.uk W: www.ryecollege.co.uk
The Rye Academy Trust (company registration 8177657) has its registered office at this address



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1. Introduction

The Rye Academy Trust holds ultimate responsibility for all decisions regarding the running of the individual Schools in accordance with this responsibility, where appropriate, Trust Schools may refer matters covered by this policy to the Rye Academy Trust for advice or decision. This policy supersedes all other policies associated with educational visits.

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Policy for	All staff, students, parents/carers, Governors.
Overall responsibility and Policy Sponsor	CEO – Tim Hulme
Date of Adoption:	1 st November 2016
Monitoring, evaluation & revision:	Internal monitoring by the Senior Leadership Team and Governors
This policy needs to be read in conjunction with the following RAT policy	<ul style="list-style-type: none">• Child Protection and Safeguarding
Other Guidance	<ul style="list-style-type: none">• DFE Health and Safety of Pupils on Educational Visits – February 2014• OEAP National Guidance

2. Aim

Educational visits and trips should be enjoyable learning experiences for all those involved. It is the policy of Rye Academy Trust (RAT) to support such trips, to ensure their success and to support the members of staff organising such trips

The value of off-site activities and educational visits is well recognised by the Governing Body and fully supported throughout the Trust. Safety is recognised as a business article and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised and understood. Learning Objectives underpinning a visit must be detailed along with the relevance to the curriculum.

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This policy applies to all members of staff employed across the Rye Academy Trust who take students off-site. It is applicable to the students participating in the activity and to their parents and carers.

The Rye Academy Trust including all staff and governors are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children/staff. This policy has been written taking all aspects of safeguarding into consideration.

The position of Rye Academy Trust is that education visits must be available and inclusive.

3. Objectives

- Educational visits and residential trips within the UK and to other parts of the world are an important aspect of the curriculum and exposure to a variety of curriculum related experiences outside the classroom is part of a holistic education.
- The curriculum content of some subjects requires visits/field studies/subject based activities which take place off site.
- For any trip involving students, safety is paramount and for this and other reasons, meticulous planning and organisation is essential.

This policy sets out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and well-being.

- The DfES reviewed their 1998 document Health and Safety of Pupils on Educational Visits and produced their supplementary guidance in August 2002:

4. Roles and Responsibilities

4.1 The Governing Body will:

- ensure that arrangements are in place and the regulations and guidance (DFE, OEAP) are being translated into working systems
- set parameters concerning the type of educational visits the RAT will support – All trips are subject to the approval of the governors/senior leaders
- delegate responsibility for approvals to the CEO and/or Principle
- act on in the best interests of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

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- Ensure that all off-site activities and educational visits that are residential, hazardous or overseas need the approval of the Governing Body

4.2 The CEO and/or Principal must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by the County Council, DfES and others, as well as conforming to the college's own health and safety and safeguarding policy
- ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.
- Seek expert advice when new activities are proposed and check all necessary qualifications and the accreditations of staff/providers.
- Approve refunds for any trips that have been cancelled

4.3 The Educational Visits Coordinator will:

- liaise with the Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that the Trust guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- confirm that the leadership of the visit is appropriate and to liaise with the Trust HR Manager to check staffs relevant qualifications; this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- ensure that procedures for Criminal Records Bureau disclosures are in place as necessary
- ensure that liaison with parents and obtaining consent is effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the Governing Body team should an emergency occur
- ensure that the establishment complies with Trust requirements for reporting incidents and accidents (including 'near misses')
- assist with the completion of risk assessments
- assist with EXEANT applications
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice.
- be able to both report on successes and set targets for improvement and be ready to intervene where practice is incorrect or unsatisfactory.

4.4 Finance Department will:

- set up a cost centre to hold monies for the visit

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- facilitate payments for all authorised associated visit costs
- provide all authorised refunds

4.5 The Group Leader will:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LEA's policies and procedures
- be fully aware that they have overall responsibility for the visit/appoint a deputy leader where appropriate
- provide clear objectives/purpose/educational value
- plan and prepare for the visit and assess the risks with the EVC/complete risk assessments
- request cover from the Cover Manager
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- obtain the approval for the visit from the CEO and/or Principal
- have enough information on the pupils taking part in order to risk assess their suitability for the visit or specific activity
- be prepared to stop the visit if the risk to the health and safety of the pupils is unacceptable and have "Plan B" in place procedures for such an eventuality, this should not be confused with the emergency plan
- ensure the leaders have details of the Trust emergency contact numbers
- ensure the leaders and others have details of the pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Evaluate the trip and submit a review to the SLT & Governors

4.6 Parents must:

- provide the EVC with emergency contact number(s)
- sign a specific consent form for residential, hazardous & overseas visits, along with the annual consent form for all other visits
- give the EVC information about their child's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a pupil home early and the associated will meet the cost

4.7 When the visit is live, group Leaders need to know that in an emergency they should:

- Ensure the pupils are safe
- Inform the emergency services (if deemed necessary)
- Contact their emergency contact person(s) and give them the details of the situation
- Follow the procedures set in the event of a serious accident/incident or fatality.

5. Guidance Notes for Off-site Activities and Educational Visits

- 5.1 It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried.
- 5.2 On return from the visit, the group leader should report to the EVC and complete an evaluation report where necessary, e.g. when the visit involved an external organization/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the Outdoor Education Adviser.
- 5.3 All the planning of the visit could be supported by the use of a checklist.
- 5.4 When students are attending external training providers/off-site organisations, the following should be in place.
- A partnership agreement between Rye Academy Trust and the external training providers/off-site organisations.
 - A risk assessment for the students' journeys for the learning experiences.
 - Parents will be informed the details of the insurance used and its terms and conditions
 - The parents will be informed of the type of transport used. When private cars are used various checks will need to be carried out and guidance provided to volunteer drivers. When coaches and minibuses are used the leaders should ensure the pupils are wearing seat belts. A current East Sussex Minibus permit is required to drive a minibus.
 - If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.
 - School Journey Insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid, the pupils are taking belongings or the visit is abroad. Parents should be informed of the insurance arrangements.
 - The supervision ratios need to meet the requirements, these are minimum ratios and the group leader must consider the pupils involved, the type of activities, the site and the experience and competency of the supervising adults.

Overseas 1:10

Domestic (Non Hazardous) 1:20 (1:15 preferable)

Domestic (Hazardous) 1:10

6. Planning Procedures

The following principles underpin all visits:

- The Trust is effectively displaying and promoting the welfare of children/staff;

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- Visits must be of a suitably educational nature, displaying clear objectives and benefits.
- Visits should be monitored and every effort made to minimise disruption to lessons;
- The safety of both staff and students is paramount;
- Visits are financially sound;
- In general, visits which are related to examination requirements will be permitted for Year 10 and Year 11 students during terms 3 – 5;
- All students should have equal opportunities to access visits and trips; Trips must be available/inclusive of all Students
- Whenever possible, trips should be added to the College calendar;
- All Visits must be approved by management (Please see earlier sections)
- No trips will take place without all pre planning requirements being completed on time and approved.
- All payments/Permission slips should be returned and completed 3 weeks in advance of a trip taking place. 6 weeks for an international visit
- Permission for a trip may not be granted if the calendar does not allow for sufficient cover.
- Permission for a trip will be refused if the Board/CEO/Principal deem it to be of no educational value
- The Trust EVC's may recommend a trip does not take place to senior leaders/governors if the correct procedures are not followed.

To ensure that the above standards are complied with, all staff wishing to undertake any visit or trip with students from Rye College should follow the following stages of planning:

Step 1

Eight weeks in advance of the Visit: Discuss the initial idea and gain approval and in doing so, address the following questions

- What is the purpose of the trip? Does it improve/reinforce the understanding of a particular subject area? – Clear, educational values objectives & benefits
- Is the trip essential? Could students access the experience in another way e.g. video, websites etc.?
- Can the trip be organised in the subject lesson time?
- Has costing around affordability been taken into consideration? Identify costing for coaches, cost of cover, entrance fees, accommodation, insurance and any additional costs that may occur.
- Is the trip work related and linked to future employment opportunities?
- Can the trip be taken outside of the College day?
- Does the trip affect examination classes?
- Have previous staff absences been taken into account when proposing staffing for the trip?

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- Does the trip meet our safeguarding responsibilities?
- Staffing must be based on risk assessment/ratios.

Step 2

- See EVC for EXEANT log in details/account creation
- For non-hazardous, domestic, non-residential visits and make initial application to EXEANT.
- For Overseas, hazardous and residential visits, see the EVC and submit draft request to the CEO for approval.
- Subject to approval, announce intention for trip in briefing to seek approval from other staff.
- Subject to approval, the finance team must now informed that an approved visit will be taking place, a cost centre will be created.

Step 3

- If possible the trip leader should make a pre visit to UK locations to familiarise themselves. This should be completed outside of the College day.
- Identify with SENCO/Lead First Aider/EVC for special needs/medical issues with students.
- Letter to parents/carers should be approved by SLT before being sent out. The Approved letter will provide clear details of the visit to parents.
- Should the trip be a residential or pose significant risk, a parental consent form must also be sent out to supplement the annual consent form.

Step 4

- A risk assessment is completed and signed by the Trip Leader and submitted to the EVC via EXEANT.
- The EVC is responsible for monitoring each risk assessment, and dependent on the category of visit, forwarding to the Health and Safety Advisor for the RAT for final approval.
- The EVC will upload details of the trip and risk assessment on to EXEANT for approval.
- All members of staff participating in the trip need to be clearly briefed as to their roles and responsibilities and demonstrate their understanding of this.
- A deputy trip leader needs to be identified. They will assume lead of visit if the Visit Leader is unavailable.

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- The trip leader should be aware of emergency procedures and these need to be referred to in the risk assessment.

Step 5

- The EVC should make arrangements with the Finance team to set up a cost centre and the most appropriate way of collecting the students' payments for the trip.
- Insurance cover is essential for all visits.

Step 6

Three weeks prior to the visit, all permission slips must have been returned, the Visit Leader must inform all staff by email of specific dates and details of which students are going on the visit. The finance team must have received all payments for the visit.

Step 7

Appropriate cover work should be given to the Curriculum Leader/Core Learning Leader and the Cover Manager prior to the trip and arrangements made to swap duties.

Step 8

The Trip Leader should ensure that they have a copy of the emergency contact details, a mobile phone, and a named person(s) on the SLT to contact in the event of an emergency, details of all external providers e.g. coach company.

Step 9

- After your trip a profit and loss account should be created by the Finance team and passed to the Trip Leader and SLT
- Feedback any information which may inform the future planning and approval of similar trips to the SLT
- Evaluation prepared for SLT & Governors

7. Staffing Levels

The following factors should be taken into account in determining staffing levels:

- Gender and age of the group
- Students with medical needs or SEN
- The type of activity and hazards associated with it
- The length and type of journey
- The experience of staff both generally and in specific activities

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- Requirements of the venues to be visited

Minimum staffing requirements are as follows:

- One to 20 for day trips and educational visits (1:15 is recommended)
- For visits involving an overnight stay the minimum staff/student ratio is one to ten
- For visits abroad, the minimum staff ratio is one to ten students
- For residential trips, for single gender parties one staff member must be of the same gender as the students, for mixed groups, a staff member of each gender must be included

8. Standards

It is expected that all normal College codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the link member of the Leadership team before the trip goes ahead.

It is the responsibility of the trip leader and accompanying members of staff to ensure such standards are complied with. The students and staff should be aware that they are representing the RAT at all times and are therefore responsible for ensuring that they do not bring the RAT into disrepute. Staff must follow the published RAT code of conduct. The College does not wish to stifle the enjoyment of trips and wishes to ensure good behaviour and safety of everyone participating in them.

Trips involving students with gender identity changes should be dealt with in conjunction with the RAT inclusion policy, this is a very sensitive subject and it is recommended that meeting should be held with the student, parents, trip leader and EVC to make arrangements to accommodate their specific needs on a situational basis.

Students should be aware that inappropriate behaviour on a trip could risk their chances of taking part in further trips or other sanctions on their return. Names of any students who have breached the student behaviour policy should be given to the appropriate Pastoral Community Leader when the trip returns.

The trip leader has the right to refuse to take any individual student if the student cannot meet the expected standards of behaviour set by the RAT. However, they must demonstrate that they have:

- Completed a risk assessment for the student which has identified situations which could pose a threat to the health and safety of the students and others in the group.
- Considered alternatives such as day visits or one to one supervision etc.

The consumption of Alcohol on all RAT trips is strictly prohibited.

9. Financial requirements & Staff Expenses

All trips must be self-funding. All costs must be covered including staff cover and substance for full day visits.

The Finance department must be informed about the visit as soon as possible after receiving initial approval.

All paid monies must be revived by the finance department three weeks prior to the date of the visit.

Any approved visit expenditure must be requested using the Goods/Services request form. The authorised Goods/Services request form must be submitted three weeks prior to the date of the visit, or three weeks before payment is due to the provider – whichever is sooner.

In the event of a cheque being returned to Rye Academy Trust unpaid, alternative payment must be made in cash. An administration charge of £4.00p will also be payable.

In the event of any additional costs being incurred by a staff member while on a trip, an approved expenses claim form must be submitted to the Finance trip within two weeks of the visit date.

All claims for a student's trip fee to be paid from Pupil Premium, Bursary or any other funds must be approved by the pupil premium authoriser before a place is allocated to the student.

Refunds will be discretionary and dependant on whether the trust suffers financially because of a student's withdrawal from a visit. Refunds will need to be requested via a Trip Refund request form that will need to be completed by the Visit Leader and authorised by the relevant authoriser.

In the event that a name change may be required for a visit booking, the cost of such a change should be borne by the student.

If the mini bus is to be used a charge of 45p per mile will need to be factored in to the cost of the visit along with additional costs such as parking, tolls/congestion fees etc. The finance department must also be made aware of any pre-payments the visit leader has identified regarding the use of the mini bus three weeks in advance of the visit.