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# The Netherhall School & Oakes College

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## EDUCATIONAL VISITS POLICY

THIS POLICY WAS ADOPTED:	AUTUMN 2019
THIS POLICY WILL BE REVIEWED:	AUTUMN 2020
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	STEVE LEWIS

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## Appendices

Appendix 1 – Trip Checklist

Appendix 2 – Category 1 Trip Approval Form

Appendix 3 - Category 2/3 Trip Approval Form

Appendix 4 – Student Code of Conduct Form

Appendix 5 – Parental Consent and Contact Form  
(Includes Student Medical Information)

Appendix 6 – Risk Assessment Form

Appendix 7 – Trip Accounting Form

Appendix 8 – School Incident Log Form (Trips & Visits)

Appendix 9 – GroupTweet information

## **PRINCIPLES**

Trips and Visits add breadth and depth to the curriculum by extending or enhancing the experiences of students. This policy covers international, residential, field and day trips, visits to the theatre, museums, industry or places of interest and sporting events. It is any activity whereby students are required to leave the ordinary boundaries of the school site for educational purposes. This policy and guidance linked to Trips and Visits relates to the work of OEAP (Outdoor Education Advisors Panel).

## **PURPOSES**

- To make a broad programme of trips and visits accessible to students ensuring continuity and progression through the Key Stages.
- To ensure the School has full contact with all trips being undertaken and has details of all students on trips
- To develop cultural, spiritual, social or physical aspects of students lives. Also, to enable them to learn a sense of community and develop initiative, resourcefulness and self-reliance.
- To allow students to have experiences they may otherwise not be able to have.
- To ensure that the Health and Safety of staff and students and any other involved in school trips is a priority in the planning and organisation of trips
- To avoid duplication and competition for students between trips.
- To aid staff in the planning and organisation of trips

## **GUIDELINES**

It is essential that trips and visits are organised carefully to enhance the students' educational experience. Trips must be organised with thorough planning and preparation. No trip can take place without the authorisation of the Principal or by the School Educational Visits Coordinator (EVC) on their behalf.

When planning a trip or visit the trip leader must ensure that the needs of Pupil Premium students and those on the SEN register are considered. These needs must be taken into account when considering staff-student ratios. Staff should have the necessary information about the nature of a student's special needs. All Category 2 and 3 trips must have a School Trips Proposal Form completed and authorised, a risk assessment form completed and full student details must be held by the trip organiser with a copy of these also held at the school. Therefore, all trips at The Netherhall School and Oakes College will be organised according to which category the trip is placed.

The school reserves the right to ban any student from trips at any time due to poor behaviour either in school or on a previous trip.

## **1. Categories of Trip**

- 1.1. **Category 1** These are trips that last less than one day and are within 20 miles of the school (exception of this mileage requirement is for PE fixtures and other Category 1 trips that occur more than once in the academic year). These will include excursions such as trips that do not require transport. PE fixtures will also be classed as Category 1 trips.
- 1.2. **Category 2** These are trips that will be in the United Kingdom and do not have any activities deemed to be adventurous. These trips can be residential and they can be over a 1 to 5 day period. Trips in this category could include residential field trips, trips to museums, attendance at sporting events and the theatre and trips organised as part of curriculum days.
- 1.3. **Category 3** These are trips that involve international travel or adventurous activity. Trips in this category could include trips to World War 1 battlefields, language enhancement trips and skiing. Trips in this category will be bought before the full leadership team for approval

## **2. Roles and Responsibilities**

- 2.1. The Principal has ultimate responsibility for authorising all trips. Permission for all out of School activities must be obtained from the Principal or from the EVC on their behalf if delegated prior to the trip taking place. The EVC should be a member of the Leadership Team.
- 2.2. The EVC will have the responsibility of overseeing the planning of all out of School activities and will have the right to refuse permission for a trip to take place if they believe that there is too great a health and safety risk or that the trip does not meet with the criteria for trips and visits as outlined in this policy.
- 2.3. The EVC will be the link between the School and the Cambridgeshire County Council Outdoor Education Adviser Service
- 2.4. The EVC will attend appropriate training courses in order to maintain an up to date knowledge of legal requirements.
- 2.5. Trips will have a Trip Leader. This person will be identified by the EVC. They will have the responsibility to ensure that all documentation required by this policy is completed prior to the trip taking place.
- 2.6. All Category 2 and 3 trips will have a designated school contact available 24hours a day / 7 days a week (normally a member of the school leadership team). This person will be the trip leader's first point of contact in the event of an emergency. This person should hold the schools Emergency Contact Phone. All category 2 and 3 trips should have a 2nd school contact too.

## **3. Planning a trip**

- 3.1. **Category 1 Trip** (See Appendix 1 for trip check list)

The trip leader must complete a Category 1 Trip Approval Form (Appendix 2) and checklist (Appendix 1). A Parental consent form is not required for each individual trip. Any student

who attends a Category 1 trip must in the first instance complete a Parental consent form. Any subsequent Category 1 trip attended by the student run by that subject area will be covered by the first consent form. All students must sign the code of conduct form (Appendix 4). For PE teams and repeat trips the code of conduct form only needs to be completed in the first instance. A list of all the students on the trip must be left at the school. All paperwork for these trips should be placed in the Category 1 folder in the Trips and Visits Section on the shared Drive.

### **3.2. Category 2/3 Trip (See Appendix 1 for trip check list)**

The trip leader should complete the checklist for the appropriate category (Appendix 1) and a Category 2/3 Trip Approval Form (Appendix 3) and submit it to the EVC for approval. This Approval Form must include costing for the trip (See Costing of Trips). No letters are to be sent to parents before this approval is given. When approval is given the trip leader needs to send letters to parents which should include a parental consent and contact form which includes student medical information (Appendix 5) and a code of conduct form which must be signed by the parent and student (Appendix 4). Once approval for a trip has been given the EVC will create an entry in the Trips and Visits Folder. All paperwork for this trip must then be completed using the 'Evolve' system used by the Local Authority. A list of students going on the trip should be circulated to all staff once it is completed and a Risk Assessment Form (Appendix 6) should be completed before the trip departs.

## **4. Communication with Parents**

- 4.1. Once a category 2 or 3 trip has been approved trip leaders may send letters to parents advertising the trip. The letter must quote the price of the trip, any deposit required, the criteria for selection (ballot etc.) and the Wise Pay instructions.
- 4.2. Letters should include parental consent and contact details form. This includes a section for student medical information (Appendix 5) as well as a Code of conduct form (Appendix 4).
- 4.3. When the school has received any required payments and all the completed forms the trip leader must contact the parents to inform them if their child has been successful or not.
- 4.4. Residential and overseas trips require a parents'/carers' meeting.

## **5. Costing of Trips**

- 5.1. Trip Leaders should calculate the cost of the trip to include all costs incurred and the cost of covering any staff on the trip (including miscellaneous expenses). Cover will be charged to the trip at £40 per teacher per session if required. The maximum therefore, is £200 per teacher per day.
- 5.2. Staff costs can be waived if a teacher has no lessons or an internal arrangement with another teacher is made and the Cover Manager confirms this will not leave the school with insufficient cover for the school day.
- 5.3. Where the full cost of a trip is not required immediately, a non-refundable deposit to confirm the trip must be paid to reserve a student's place on the trip. This deposit should be at least 20% of the total being charged or meet any requirement set out by the Travel Company payment schedule.

- 5.4. Consistent with the School's Charging Policy, voluntary contributions will be invited to offset the cost of Trips or Visits that are considered an essential part of the curriculum.
- 5.5. No Category 3 trips should be deemed as an essential part of the curriculum.
- 5.6. Trip Leaders should keep accounts of all transactions connected to the trip and submit these to the Finance Office after the trip
- 5.7. No trip should make a monetary loss. Any member of staff who consistently organises trips that loses money may be prohibited from running trips at the Principal's discretion.
- 5.8. All trips should be cost neutral. If the trip makes a surplus of more than £10 per student then this must be returned to the parents.

## **6. Staffing on Trips (Category 2 and 3)**

- 6.1. In general terms, the law does not prescribe activity specific ratios for staffing but it does require that the level of supervision is 'effective'. Effective supervision should be determined by the SAGED (Staff : Activity : Group : Environment : Distance) principles. Best practice would suggest a staff;student ratio of 1 to 15 for Category 1 and 2 trips and 1 to 10 for Category 3 trips unless a venue or the travel company organising a trip on the school's behalf has their own rules that state this ratio should be smaller.
- 6.2. Staffing for all trips is at the discretion of the Principal and EVC. Trip Leaders may make suggestions but should not approach staff until agreement between them and the EVC has been reached. Requests for staff to 'volunteer' to accompany trips should be avoided. Proposed staffing (including names and cover implications) should be included in the trip proposal form.
- 6.3. If both boys and girls are taking part in the trip at least one male and female member of staff should be included in the adult members for the trip.
- 6.4. Staff wishing to lead a residential trip must have been on a residential trip at The Netherhall School and Oakes College. If not, they will need to have a co-organiser who has.
- 6.5. Only The Netherhall School and Oakes College staff should accompany students on a trip organised by the School. Staff will not be allowed to take members of their family on school trips unless they are employed by the School or are current students. The only exception to this is where external providers of trips provide staff as part of the cost of the trip.
- 6.6. The EVC will ensure that staffing allocation for trips is undertaken carefully ensuring Gender balance, that there is sufficient experience on the trip and that the opportunity to take part in trips and visits is shared amongst all staff right across the School.
- 6.7. All school policies regarding staff conduct and practices are to be adhered to at all times.

- 6.8. In the event of a member of staff witnessing anything that they consider dangerous or unprofessional they should report this to the EVC or Safeguarding Lead as soon as possible.

## **7. Safeguarding**

- 7.1. All school policies regarding Safeguarding are to be followed on the trip
- 7.2. A list of all students on the trip should be sent to the School's Safeguarding Lead (as soon as the names are known) who can check for any potential issues. If appropriate the Safeguarding Lead should meet with the trip leader to make them aware of any CP issues that they may not be aware of but now need to know.
- 7.3. The trip leader is responsible for ensuring that all School safeguarding standards are met

## **8. The Trip**

- 8.1. Before leaving the trip leader needs to ensure that the school and/or the Emergency Contact holds duplicate records of the students' mobile numbers, parents contact numbers, trip mobile number, trip itinerary and any appropriate medical details
- 8.2. The trip leader must ensure that a school mobile is taken. They should take a copy of all students contact details and also have one parental contact number. These numbers should also be stored at the School for the duration of the trip.
- 8.3. The trip leader must give students the school mobile number so they can contact the trip leader in the event of an emergency.
- 8.4. The trip leader must ensure that there is full first aid kit available. Where possible the trip team should include a first aider who will be responsible for the first aid kit. The trip leader and first aider needs to ensure that they are aware of and are able to meet the needs of any students with any special medical needs.
- 8.5. All members of staff on the trip should have both the school mobile number held by the trip leader and the emergency contact numbers. Standard practice will be for the trip leader to contact the school contact at least once during the trip for an update and to use 'Group Tweet' posts to keep parents informed about the progress of the trip (see Appendix 9).
- 8.6. The Trip leader should ensure where appropriate that they take the number of the bus driver and that the bus driver has the details of both the trip leader and the emergency contacts. The trip leader should also arrange an additional emergency pick up location in case of emergency.
- 8.7. The Trip leader should ensure that students are informed of the location within the venue that they should go to if they become lost and that they should then phone the school mobile number. If the school mobile number fails to respond the student should stay at the location designated
- 8.8. Accidents or incidents taking place on the trip should be reported to the EVC immediately on return from the trip. The EVC will then record this on the School

Trip Incident Log (Appendix 8) and report details of the incident to the Principal. As standard practice, any category 3 trip will involve a meeting with the EVC or Principal on their return.

- 8.9. Students causing major breaches of the School/visits Code of Conduct (Appendix 4) may be required to be taken home early from the trip. This may only be carried out with the consent of the Principal or Chair of Governors. Expenses incurred by students being taken home may be passed on to the parents at the discretion of the Governing Body.

## **9. Data Protection**

- 9.1. The trip leader should request the travel company's Privacy Statement prior to any booking being made in order to confirm that the travel company is compliant with the current data protection regulations. A copy of their Privacy Statement should be downloaded and kept in the appropriate file.