

<b>Title of Policy</b>	Trips and Visits
<b>Date of adoption</b>	December 2014
<b>Originator</b>	E Green
<b>Date of review</b>	Autumn 2017
<b>Additional information</b>	

## TRIPS AND VISITS

Trips and visits are used to broaden the education of students and provide experiences that they would not normally encounter in everyday life.

### **Aims and Objectives**

- Students should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- Students learn to understand and manage the risks that are a normal part of everyday life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of any activity.
- Reasonable adjustments are applied for students with special educational needs.
- To ensure that, whilst supporting the educational experience that a trip or visit can offer, the learning of other students is disrupted as little as possible.
- That trips and visits are cost effective for both students and the school.

### **Planning and Preparation**

It is essential to the smooth running of the rest of the school that trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind.

Leaders of any trip should be an employee of Ashby School. Accompanying adults go as visitors on trips, they pay the cost of the trip and should never be left alone with students. They must also have a current DBS certificate.

NQT's are not permitted to lead a trip until they have accompanied three other trips and thereafter at the discretion of the Headteacher. Experienced staff, who are new to the school, should have completed two trips before they become the lead member. Ideally only one member of teaching staff should accompany any trip, with the support of other staff where possible. This does not apply to trips outside of school hours.

The school has two trained EVC's (Educational Visitors Co-ordinators), Mrs A Cooper and Mrs S Briggs.

- Staff should always check the school calendar to ensure that there is no other trip, exams or event which clashes with their request.
- Paperwork (including Risk Assessment 1) should be completed and forwarded directly to Mrs S Briggs who will diary and arrange any cover required.
- The Headteacher will give his permission for the trip to proceed. Mrs Cooper will keep the documentation on file, and notify staff if there is a problem with their request.
- Once the cohort of students is confirmed and any *reasonable adjustments* made a Risk Assessment 2 should be completed. A copy of this should be given to Mrs Cooper.
- Each student must submit a completed indemnity form, which has been signed by either their parent or carer. The lead member of staff should always carry the indemnity forms with them and be aware of any medical/allergy condition the student(s) may have. Support staff should have a copy of the indemnity forms, which are archived for 12 months then destroyed.
- Students should be given a mobile contact number whilst on trips, (school mobile available from Mrs Cooper).
- The school holds an annual insurance policy which is available on the school's website.
- Supervision ratios: 1:15 for day/evening trips and visits. 1:10 for residential.
- Any change of detail to the original documentation staff should notify Mrs Cooper prior to the trip.
- Parents should be informed by letter, which should include all the statutory clauses. Where the trip is residential they should be given full details of the accommodation.
- Seatbelts should be worn at all times.
- Students should adhere to the no alcohol/drugs policy of the school.
- If the trip is oversubscribed all names go into a draw.

## Finance

- The Headteacher's approval must be confirmed before parents are notified and any money is collected.
- The Accounts department must be given financial details of the trip as soon as it is planned and approved.
- Once the trip is complete a balance sheet should be issued to the accounts department.
- The contingency fund must only be spent on emergency expenditure. Unspent money should be brought back to school and given back to the Accounts Department.
- No visits are allowed to make a financial profit. Unspent money over £5 per student is paid back to the student/parent. Less than £5 per student the money

is paid into the school's trip account, which is used at the discretion of the Deputy Headteacher to assist students who apply for support with payment of trips.

- Should a student cancel their place on a school trip, and a replacement cannot be found, then they will lose any payments made. If a trip placement is cancelled through illness, then each case will be considered on an individual basis.

### **Residential trips**

For residential visits staff must ensure that the A1 is completed and given to Mrs Cooper who will send to County Hall six weeks prior to the trip taking place. A full inventory should be attached to this.

All minor accidents should be reported immediately upon return to school.

Students should travel as one party to and from their destination.

If for any reason a student is unable to return with the main party, then a member of staff must remain with them to accompany them on the return journey.

### **Students travelling in cars**

Students should where possible travel on a coach organised by the school. On rare occasions (mainly because of low numbers), students sometimes travel in cars. Where this occurs the following procedure should be applied.

- The Headteacher's approval is required.
- Parents are advised who the driver will be and sign a consent form agreeing to the student travelling with another student or a member of staff.
- Staff should hold the relevant insurance and check the school's safeguarding policy to ensure they are not putting themselves or the student at risk.
- If the driver of the car is a fellow student, the parents of the driver must be informed that their son/daughter has agreed to carry passengers. A consent form should be signed by this parent. A check should be made to ensure students have the correct insurance, the vehicle is taxed, and they hold a current MOT. These details should be itemised on the consent form.

### **Guidance for emergency procedures**

In the event of an accident the following procedures should be followed:

- Assess the situation
- Safeguard the uninjured members of the group

- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident.