



Policy

Policy title:	Educational Trips and Visits Policy
Function:	For information and guidance about Educational Trips and Visits. This document forms part of the portfolio of policies designed to inform students and parents.
Status:	Approved
Statutory Guidance	DfE Charging for school activities (Oct 2014) DfE Health and safety: advice on legal duties and powers (Feb 2014)
Audience:	Students, Parents, Staff, Leaders, Governors, Local authority, General public
Ownership:	Governing body/Headteacher/Deputy Headteacher (CTLA)
Last reviewed:	June 2017
Reviewed by:	Curriculum and Student Performance
Next review:	Every two-years – June 2019

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Aims and objectives

- 1 This policy sets out the Blue Coat School's Educational Trips and Visits arrangements which includes consideration of statutory guidance and the guidance that is available from the Local Education Authority.
- 2 The policy will support the school's commitment to:
 - offer a wide and stimulating programme of visits, trips and activities in the UK and overseas
 - encourage visits and work outside school which enhance the curriculum
 - ensure students can enjoy residential outdoor pursuits experiences during their schooling in a safe and healthy manner
 - provide effective guidance for staff planning a trip.
- 3 Through this policy, the school seeks to enhance the character, learning, skills and experiences of its students and sustain strong relationships within the School across and between students and staff.

Roles and responsibilities

- 4 The governing body will ensure that this policy meets current statutory requirements and is reviewed bi-annually.
- 5 The Headteacher will ensure that the procedures, practices and arrangements set out in this policy are adhered to.
- 6 The Educational Visits Coordinator (EVC) will liaise with the leaders of trips and visits to ensure that all procedures, practices and arrangements necessary for the implementation and completion of the trip have taken place.

Procedures and practices

General principles

- 7 Educational trips and visits do much to enrich the experience of our students and so it is essential that the trip leader has a clear rationale for:
 - the purpose of the visit and how it deepens the curriculum experience
 - the appropriateness of the activities on the trip for the participating students
 - how efficient and effective it is as a means of providing the curriculum experience
 - value for money
 - the skills they will need to lead the trip appropriately
 - the use of a reliable Tour Operator where appropriate – If not, then the trip leader will assume the responsibilities of the Tour Operator
 - appropriate parental consent for the students and their activities.
- 8 All trips must be approved by the Senior Leadership Team before expressions of interest are sought by forwarding a Trip Register of Interest Form (Annex A) to the EVC.

- 9 A staffing list, comprising of staff, associates and volunteers who must all have up to date DBS checks, must be submitted at the earliest possible opportunity to the senior leadership team using the Staff Approval Form (Annex B). The senior leadership team will determine and agree the final staff attendees.
- 10 It is the responsibility of the trip leader to liaise with the EVC to carry out all necessary administrative and financial procedures that meet the school's criteria once the trip has been agreed by SLT.
- 11 Allocation of free places can only be offered to staff, or other appropriate adults who have been approved by SLT to attend the trip.
- 12 Staff who do not normally work on the day(s) of a trip during the working week of term time will be remunerated either:
 - at their daily rate of pay should their presence be deemed essential by SLT
 - at an associate staff pay rate should their presence not be deemed essential by SLT.

Finance

- 13 The Blue Coat school will strictly adhere to national guidance when making decisions about charges for activities during and outside school hours. This policy should be read in line with the school's Charging and remissions policy.
- 14 Trips that are paid for either wholly or in part by contribution from the students will have an account sheet that is drawn up by the trip leader which will include:
 - information outlining the cost of the trip and a payment schedule that will meet these costs
 - a clear indication of deposit payments and the extent to which they are refundable.
- 15 All trips taken by the Blue Coat School should be financially viable and in particular:
 - a trip in deficit will only be allowed to continue with specific approval by the Headteacher
 - a trip in surplus will be managed in such a way that money is repayed to all students in a fair and equitable way.
- 16 It is the responsibility of the trip leader to produce and submit a clear and final balance sheet to the Finance Manager via the EVC that includes:
 - total income with an indication of how it was generated
 - total expenditure supported by invoices and receipts.
- 17 Where possible, The Blue Coat School, will consider financial support for students who may not be able to afford trip payments and are deemed to be at an educational disadvantage should they be unable to attend.
- 18 The Blue Coat school will not charge any students for transportation when:
 - the school has arranged for the students to be educated off-site
 - a visit is necessary for students to meet their examination requirements
 - it relates to a term time educational visit that is mandatory part of the curriculum.
- 19 The trip leader will inform students where a trip does not include a meal package and it is necessary for students to either pay for their food or bring food prepared from elsewhere.

- 20 The Headteacher has the right to withdraw students from any trip should they be in breach of the school behaviour and discipline policy, in such cases any monies will be refunded in full.

Health and Safety

- 21 A completed risk assessment must be submitted to the EVC at least:
- 14 days prior to a day trip
 - 28 days prior to a residential trip.
- 22 Trips that involve high risk activities must have appropriately qualified instructors to lead the activity.
- 23 The trip leader must have all the necessary student documentation and medical information available to them during the trip and will take appropriate steps to ensure all current safeguarding requirements and guidance are adhered to.
- 24 The trip leader must ensure that there is an emergency plan and a copy of this forwarded to the EVC.
- 25 The trip leader should ensure that a First Aid Kit is available as appropriate for the activity.
- 26 The trip leader must advise students of any necessary clothing or other items that are essential for their safety on the trip.
- 27 All residential trips will be assigned two emergency SLT contact numbers, which can be used to keep the school informed of any significant issues that arise during the trip.
- 28 The trip leader has the right to determine the continued attendance of a student on a trip should their behaviour be below that which is acceptable as stated in the school Behaviour policy. Trip leaders may take appropriate steps remove a student from a trip where necessary.
- 29 The school insurance policy will cover most out of school activities. It is the responsibility of the trip leader to discuss this aspect with the EVC to decide whether additional insurance cover is required.

Monitoring, review and evaluation

- 30 The trip leader has the responsibility of evaluating the trip upon its return using the Trip Evaluation Form (Annex C).
- 30 The Headteacher will liaise with the EVC who will manage the monitoring and evaluation of all trips, so that the school may make well informed decisions about future proposals.
- .

Annex A: Trip Register of interest Form

Before completing Part A, please read the School's policy on School Trips and Day Visits (M:\Staff Comms\). The purpose of this form is to seek SLT agreement in principle. If approved, a letter may be sent out to Parents.

TRIP ORGANISER: _____ TITLE OF TRIP: _____

Purpose of the visit and specific educational objectives:

Curriculum essential	Curriculum enhancement	Student enrichment	Student experience/ enjoyment
What value is this trip/event to the students?			

Please indicate which strand(s) of student achievement are covered by this trip:

Leadership	Sustained participation	Workskills
Service	Creative Development	Performance

Details:

Places to be visited: Venue:	Number of students: Please list names if known:	Year groups:
Date and time of departure:	Date and time of return:	Transport arrangements:
Organising Company:	Accommodation:	Cost to students: *
Ratio of staff to students:	How will students be chosen if trip oversubscribed? <i>Eg. First come first served names out of a hat, consideration given to numbers of previous trips, pupil premium status, discretion of School</i>	
Programme of activities (including any hazardous activities):		

Signed by Organiser: _____ Date: _____

I agree that the trip / event should go ahead and I will support the event in the event of the Trip Organiser being unable to organise it. I confirm in liaison with the organiser a Risk Assessment will be prepared and forwarded to the Educational Visits Coordinator before the event commences.

Signed by Head of Department: _____ Date: _____

SLT decision: **APPROVED / NOT APPROVED for Trip letter / Register of interest to Parents**

Feedback prompts from SLT:

- Cost to Parents
- Student lesson disruption
- Cost to School*
- Staff lesson disruption

* Note: with the exception of curriculum essential trips, all trips and visits must be cost-neutral from the perspective of the School.

Annex B: Trip staff approval form

This trip has been provisionally approved by SLT.

Title of Trip: _____ Date of Trip: _____

Trip Leader: _____

Staffing:

Please list the proposed members of staff to accompany the students on the trip.

Please take into account the adult:student ratio, the disruption to lessons and the departments affected. Bear in mind that associates/support staff are able to accompany students on trips but their roles may affect their availability. In the first instance please approach the Line Manager before approaching the member of staff directly.

Please obtain approval and signature of Line Manager to each member of staff.

SLT reserve the right to change staffing and have the right of veto.

Staffing to be approved prior to the bookings of any travel tickets.

Staff Name	Cover Implications
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

I confirm I have read and understood the Educational Trips and Visits Policy and that all necessary procedures are in place.

Signed by Trip Leader: _____ Date: _____

Signed by SLT: _____

Feedback prompts from SLT:

Staff lesson disruption

Further Comments:

Annex C: Trip evaluation form

This form is to be completed by the Trip Leader and returned to the Educational Visits Coordinator.

Trip Leader:			
Number in Group:	Boys:	Girls:	Supervisors:
Date(s) of Visit:			
Purpose of Visit:			
Venue:			

Please comment on the following:

Evaluation Point	Rating out of 10	Comment
Venue:		
Travel arrangements: (if Coach used please comment on the standard of coach)		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of environment:		
Accommodation:		

Food:		
Evening activities:		
Courier / Representative:		
Were aims and objectives of the trip achieved:		
Overall, how did you rate the trip:		

Details of any injury / damage / loss of personal items etc:

Other comments and evaluation:

Any other information to be considered when planning for this trip in the future:

Signed: _____ Date: _____