

# Educational Trips and Visits

## Policy

Sybil Andrews Academy



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| <b>Policy Title</b>             | Educational Trips & Visits |
| <b>Policy Created / Amended</b> | January 2024               |
| <b>Policy Ratified</b>          | January 2026               |
| <b>Policy review cycle</b>      | 2 Years                    |
| <b>Policy Review Date</b>       | January 2028               |

## Introduction

Sybil Andrew Academy has formally adopted, through its Governing Body, the OEAP, as supported by EVOLVE. OEAP exists to support the effective leadership and management of high-quality outdoor learning and educational visits.

[www.oeapng.info](http://www.oeapng.info)

Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

## Aims and purposes of Educational Visits

Sybil Andrews Academy has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its students.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities for which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Routine local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

## Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Educational Visits Co-ordinator is referred to as the EVC. The Governing Body has approved this appointment and the EVC has received appropriate training.

Before a visit is advertised to parents/carers the EVC and other required staff (and governors for type 2 visits) will approve the initial plan, which should be completed at least three weeks before the start of the visit for type 1 visits and seven weeks for type 2 visits. This is to ensure that clashes with other events, issues around cover, finances & any other issues surrounding the possible visit can be highlighted, discussed and organised before the visit leader plans the visit in full or commits to any bookings.

The Headteacher/EVC will also approve the completed plan and risk management plans for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system, which should be completed and submitted to the EVC at least two weeks before the start of a Type 1 visit and six weeks for Type 2.

The School has agreed a policy for categorising its visits in line with SCC guidance:

**Type 2** = Overseas, Residential or Adventurous visits - to be recorded on Evolve and approved gained from the EVC, Headteacher and Trust EVC

**Type 1** = Day visits to be recorded on Evolve and approval gained from EVC and Headteacher (excepting class visits within the duration of normal school hours which are deemed for this purpose as 8:00am – 4:15pm.)

**Local Area Visits:** These are designated as visits that are both a) within a reasonable walking distance from Sybil Andrews Academy, and b) to a venue that is visited frequently. Examples of venues include: Primary School, Local Fixtures, for these visits, only a little extra planning is required beyond the educational aspect of the trip. This is still completed on Evolve and approval is only required from the EVC.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There is system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities. The Visit Leader will take overall responsibility for identifying staff for a visit, and can seek advice from the EVC/Headteacher, who will take staffing into account when approving visits.

The school values and recognises the contribution of volunteer adults and parent/carer helpers assisting with educational activities and visits. Any volunteer will be approved by both the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. A DBS is required for all volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. Guidelines from the Appropriate Professional Behaviour policy and guidance state:

'Alcohol consumption – staff colleagues must not drink alcohol whilst in the company of students; or drink alcohol when responsible for students. Remember that no student is allowed to drink alcohol whilst in the care of the school. Staff must not offer to buy students an alcoholic drink or let students buy them a drink. For avoidance of doubt, this means that students are not allowed to drink alcohol on trips– it must be clear that staff will actively prevent this happening.

Any item which is not included in the package of the trip e.g. drinks in the evening/ extra tea, coffee, cake, buying additional food for staff if the package food is not liked, is to be paid for by the member of staff and not to be taken from school funds.

## **Risk Management**

The Visit Leader will seek to identify any significant & foreseeable risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and this will be recorded in a risk management plan, which should cover the entire duration of the visit from leaving the Academy site, to returning.

## **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

## **Parental Consents**

Written consent from parents/carers will not be required for students to take part in offsite activities that take place during school hours and are a normal part of a child's education at school. However, parents/carers should be informed where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside normal school hours. The school has a standard form, which can be used for this purpose.

As part of the parent/carer consent they will be fully informed of the activities and arrangements for the visit. For most residential visits parents/carers will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. This is a requirement of all overseas residential visits.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

## **The expectations of Students and Parents/Carers**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers. Students, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such students should be sent home early and parents/carers will be expected to cover any costs of the journey home early.

## **Emergency Procedures**

The visit leader will appoint a member of the staff as the emergency contact for each visit, and will fully brief them. For Type 2 visits, two emergency contacts are required. Emergency contacts should be contactable throughout the duration of the visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

## **Charging for Activities and Visits**

The school may invite, but not require, parents/carers to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and students will not be treated any differently according to whether or not their parents/carers have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families (PP). Some activities may not take place if parents/carers are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.