



Educational Trips and Visits Policy

Manor
Drive



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Introduction

All Schools are required to offer children a broad and balanced curriculum that prepares them for the opportunities and experiences of adult life. An educational offer that promotes their social, moral, spiritual, cultural, mental and physical development.

At Manor Drive Primary Academy, we seek to ensure that our curriculum is delivered to all children in an inclusive manner. All children are entitled to the same level of opportunity for development and involvement in school life. By offering a trips and visits programme beyond the school grounds we offer an opportunity to enrich the curriculum and life experiences of our pupils. This offer compliments and enhances what is learnt in the classroom.

Any activity that is not taking place within the school grounds must have a risk assessment. Parental permission to leave the school site does not negate the need for a risk assessment to be in place.

Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational needs and medical needs and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

Risk Assessment

Manor Drive Primary Academy follows the guidelines on Risk Management set out by Peterborough City Council. Manor Drive Primary Academy use Peterborough City Council's Outdoor Education Advice Service; Evolve. Evolve is used for management and application of Risk Assessments for Educational Visits.

This policy covers all offsite visits and some on-site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off-site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

Roles

[All roles](http://www.oeapng.info) are clearly defined on the NG website. www.oeapng.info

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff and the Governing Body.

The school has a Trained EVC who is Mrs Laura White.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities information contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

Zone 2

'Normal Visits'

These visits are the majority of this schools visits. There will be aspects of complexity that require careful planning.



All visits are required to be planned and logged on Evolve and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require preapproval before undertaking detailed planning and the EVC should be consulted

Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system and submitted to the Adviser at least 4 weeks before the departure date. The adviser approves visits on behalf of the employer.

Zone 1

Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit is required but not always compulsory. It is usually the responsibility of the Trip Leader to carry out a pre-visit.

A pre-visit should take place if:

- None of the staff going on the trip have been to that venue before.
- If it's the first time the school has visited a venue
- If the venue has not got its own risk assessment
- Depending on the nature of the venue and the risk level of the activities taking place
- It is advisable that the Team Leader should do a pre-visit if they have not been to the venue before.
- Even when the visit is done regularly, risks should be re-assessed in light of current plans.

Curriculum Links

All learning outside of the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support work within the classroom. Some visits are related directly to areas of learning for individual classes, whilst others relate to all of our children.

Charging / funding for visits

Parents will be asked for a voluntary contribution to be made towards any trips that take place during the school day that are linked to the curriculum. Senior Leaders will need to plan for trips with their teams and ensure that charged trips are only held if needed. If insufficient funds

Transport

Transport should be booked by the Office staff member who coordinates the trips.

Transport providers are selected on a basis of cost and quality of service provided. Most school trips, due to the number of pupils attending, are catered for using coach companies.

Parents/ Carers will always be informed as to the mode of transport being provided for an educational visit.



Whilst travelling on coaches, seat belts must be provided and it is school policy that each child will wear a seatbelt whilst travelling on a coach. It is the responsibility of the lead member of staff on each coach to ensure that seat belts are being used. The lead member of staff is also responsible for conduct and behaviour of the children whilst travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling. Staff should sit strategically throughout the bus and not locate themselves just in one area of the bus.

Coach pick up and drop off takes place from the allocated space outside of the Main Reception. Manor Drive Primary Academy will attempt to cause as little traffic disruption as possible to local residents and other parents by organising coach collection times which, where possible, do not coincide with the beginning and end of the school day.

Lunches

Children are encouraged to bring along a healthy packed lunch for a trip along with a bottle of water.

Children who are entitled to a free school meal will be provided with a free packed lunch, this needs to be ordered via the Office staff responsible for School Trips so that the kitchen staff can prepare this.

Children who are ***not*** entitled to a free school meal will be expected to bring a healthy packed lunch from home.

Residential Activities

At Manor Drive Primary Academy, children have the opportunity to take part in residential activities. Although these activities take place during term-time and are not linked to our curriculum, therefore these visits are a charged for activity.

Supervision and Staff Ratio

Supervision for a trip depends on where the trip is, the transport to the destination, the activities taking place, whether the venue has staff to supervise and many other factors. This ratio is considered very carefully before filling out the risk assessment.

Staffing for children who need extra support will also depend on the above factors as well as the level of the child's need.

Behaviour

Academy staff are responsible for managing children's behaviour during trips and residential. They must ensure that children conduct themselves in a safe and respectful manner.

The Academy reserves the right not to bring a child on a trip or residential if their in-school behaviour indicates that the child would pose a danger to themselves or others. This decision will only be taken in rare circumstances and after careful consideration by Senior Leaders. They will take into consideration evidence of the child's behaviours, the available staffing and the nature of the trip or residential. In this instance, the child would be expected to attend school on the day of the trip and be given work to complete in another class.



First Aid

The Trip Leader will need to ensure that there is an appropriately trained first aider within the staff group attending the trip.

The Trip Leader must ensure that all adults accompanying the trip are aware of who the designated first aider is.

The School First Aider must be given as much notice as possible to make up the appropriate first aid kits for the trip. It is the responsibility of the Trip Leader to organise collection and return of the prepared first aid kits prior to and following a trip.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit staff.

The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought.

Paper Work

The Trip Leader must arrange a meeting with all staff going on the trip to run through the itinerary of the day and answer any questions.

Each member of staff attending the trip should be issued with a pack

This should include;

- Itinerary for the day
- Name and groups of children and responsible adults
- Map of location (if necessary)
- Emergency contact details
- Pictures of the children.
- The dietary, allergy or physical needs of identified children.

GDPR

In order to ensure that personal information is kept secure, it is vital that all paperwork is handed back immediately to the Trip Leader. It is the responsibility of the Trip Leader to securely dispose of all documents. Any data breaches will be treated extremely seriously and may lead to disciplinary action.

Dress Code

Staff should follow the Manor Drive Primary Academy Dress Code policy during visits, trips and residential.

The Headteacher will advise the appropriate dress code according to each educational visit, this may be school uniform where appropriate.

Voluntary Help

At the Academy we are aware that many education visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.



Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visits organiser retains overall responsibility.

The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out their role. As with staff, volunteers must see the risk assessment.

Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

Safeguarding / Missing Child Protocol

All children should be provided with a label or wrist band detailing the name of the School and the main school office number.

Insurance

Trips are covered under our school insurance. If a staff member uses their own car they must have the correct insurance to do so and be able to present if asked.

Related Policies

This policy is should be used in conjunction with all Manor Drive Primary Academy and MAT Policies

Third Parties on Trips/Visits

The organiser must conduct research on the person/organisation to establish whether they have ever demonstrated extreme views/actions – a biographical internet search will usually be conducted and submitted to the organiser's line manager.

Review and Monitoring

Unless required, this policy should be reviewed in three years. In the renewal of this policy, serious consideration should be given to any complaints regarding educational visits from parents, staff and pupils.