



# ***Regents Park Community College***

## ***Educational Visits & Trips Policy***

**Policy updated: April 2019**

**Policy ratified at Governors Meeting: 30.04.19**

**Policy signed by Chair of Governors: Mrs Beverley Higlett**

**Policy to be reviewed: April 2021**

## Educational Visits & Trips Policy

### Introduction:

As part of our school ethos, opportunity is frequently taken to enrich and enhance the curriculum and learning of the students through outdoor learning, outdoor education and educational visits.

Our aim in providing outdoor learning, outdoor education and educational visits is to:

- Develop key skills
- Raise attainment by improving self-esteem and motivation
- Develop social, moral, spiritual and cultural education and British Values
- Promote education for sustainable development
- Promote health and fitness and a positive use of leisure
  
- The types of activities and visits that are planned are:
- On-site out of classroom activities
- Visits to sites, theatres, museums and galleries in and around the local area
- Visits to London, the south coast, and other historical/geographic sites in the south of England
- Visits abroad

### Purpose:

- This Policy applies to all off-site visits and all adventurous activities carried out with young people, with the exception of work experience placements. In addition, it applies to any visit taking place abroad which involves young people.
- Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.
- Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.
- It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning outside the classroom adds much value to classroom learning.

### Employer Policies and Procedures:

- The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council.
- The Handbook for Off Site Activities and Educational Visits (April 2013) and Safety in Adventurous Activities (November 2015) published by Hampshire County Council has been adopted as the employer's Policy and Procedures. Specific local procedures will be in line with this Handbook.
- Where there is conflict with guidance or advice from other sources, this Handbook will take precedence, with clarification sought from the Head of Establishment, and if required, from Hampshire County Council.

### Roles and responsibilities of the Headteacher, other staff, Governors:

- The Headteacher will appoint an Educational Visits Co-ordinator (EVC) who has the training and experience to enable him/her to competently discharge his/her responsibilities as listed in
- the Handbook for Off Site Activities and Educational Visits (April 2013) and Safety in Adventurous Activities (November 2015) published by Hampshire County Council – this role currently falls to the Business Manager, Carlene Amos

### Approval for visits will be given as follows:

- **Local Authority:** Visits abroad and certain adventurous activities (as detailed in the handbook).
- **Headteacher:** Visits abroad, all adventurous activities, residential visits and non-local day visits.
- **Educational Visits Co-ordinator:** Local walking visits, local sports fixtures and local swimming visits.

## **Governors:**

- Will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.
- Their role, as appropriate, may be to conduct termly reviews of the added value of such activities and to discuss learning points, to monitor plans for subsequent school terms or years, to be the critical friend in review of policy, to play a part (as appropriate) in any investigation and be the point of contact for exceptional circumstances.

## **Supervision**

Supervision strategies are taken from *Off-site Activities and Educational Visits* and includes agreements on ratios, which are never exceeded and frequently improved.

Strategies include:

- direct
- indirect
- remote

The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.

## **Safeguarding**

The school's Child Protection Policy follows and includes off-site activity, including residential activity. In particular:

- guidance on acceptable behaviour and avoiding unnecessary contact is included and taken from *Off-site activity and educational visits*
- suitable 'employment' checks (including DBS) are made on volunteers and other responsible adults who support these ventures in line with guidance (e.g. the degree of monitoring, frequency and intensity of contact)
- external providers or outdoor centres are drawn from the Outdoor Education, PE and Sport Services vetted database, which confirms that safety management checks are in place.

**Note:** Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and Sport Service to ensure that suitable steps are taken. All our regular off-site locations are managed by a site-specific agreement with the Outdoor Education, PE and Sport Service detailing our management procedures.

## **Volunteers**

Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities.

## **Monitoring**

- The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.
- All trip leaders should complete a proposal form (EV1) and submit to the Educational Visits Co-ordinator along with EV2 and proposed Leave of Absence forms. Once emailed approval, the Evolve process may begin.
- Approval of any residential visits or trips abroad has been delegated to the school.
- Trip leaders will be required to complete the evaluation on Evolve post-trip.
- The Educational Visits Co-ordinator will report termly to Governors and Senior Leadership Team in the Headteacher's report as to the effectiveness of the whole program.
- Residential or trips abroad will have a post meeting with the Educational Visits Co-ordinator to note any good practice to be celebrated or review any anomalies or complaints as and when required.

## **Induction, training and succession planning**

- The Educational Visits Co-ordinator will attend appropriate training and revalidation, as required by HCC;
- Visit Leaders will be approved by the Headteacher and will have attended appropriate training, as required by HCC;
- To ensure sustainability of important visits, deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.
  
- **Risk Management**
- Risk Management is a vital part of planning and assessing benefits and risk associated with visits and activities;
- Visit Leaders are responsible for carrying out and recording risk assessments. They can use adapted and modified generic risk assessments where appropriate, and will use recommended templates to ensure consistency - Risk Assessment part 1 & part 2,
  
- **Emergency procedures and incident reporting**
- For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency base contact will have access to all details of the visit, including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition, they will have access to an appropriate emergency response guide and HCC emergency numbers.
- Incidents will be reported appropriately as required by the HCC Emergency Procedure held on Evolve.
- The Children's Services Incident and Emergency 'Establishment Plan' has been used as the basis for all incident and emergency response any concerns or 'near-misses' are discussed to consider changing strategies and reported to the Outdoor Education, PE and Sport Service where necessary or if the information is useful.

## **Behaviour**

Appropriate behaviour is essential for the smooth running of educational visits and adventurous activities and ensures that effective memorable learning can take place. Young people and parents will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached. In addition, parents will be made aware of their responsibilities for removing young people in prescribed circumstances.

## **Inclusion**

We endorse the following principles for young people:

- a presumption of entitlement to participate.
- accessibility through direct or realistic adaptation or modification.
- integration through participation with peers.
  
- We acknowledge that it is unlawful to:
- treat a young person with a protected characteristic less favourably
- fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

## **Insurance**

Young people participating in visits and activities will usually have annual travel insurance provided under HCC. Any differences to this will be notified to parents as appropriate before any consent or payment is made.

## **Finance**

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the

guidance and requirements of RPCC's Charging and Remissions Policy (available on the school website).

**Consent and medical information**

- Parents will be fully informed of the nature of the proposed activities of any learning beyond the classroom experience.
- Consent must be obtained via writing or telephone confirmation.
- Full medical information must be requested for residential and adventurous activities, alternatively parents will be requested to provide any updates to information held centrally within the school.

**Owner:** Business Manager  
**Authorisation:** Headteacher  
**Review date:** March 2020

## Appendix 1

### Staff Procedures for Extra-Curricular Activities and Educational Visits

#### Time Frame for Extra Curricular Activities/Visits

##### **International, All Residential Visits, Adventurous Activities**

Step 1 – 2 years to 8 months prior to departure date

Step 2 – 8 months to 4 months prior to departure

date Step 3 – 4 months to 1 month prior to

departure date Step 4 – Day of departure

Step 5 – On return and no more than 2 weeks later

Note: 1:12 ratio adult/student (2 leaders who are teachers)

##### **National Visits and Duke of Edinburgh**

Step 1 – 1 year to 3 months prior to departure date

Step 2 – 3 months to 1 month prior to departure date

Step 3 – 1 month to 2 weeks prior to departure

Step 4 – Day of departure

Step 5 – On return and no more than 2 weeks later

Note: 1:12 ratio adult/student (1 leader who is a teacher)

**County Visits** (more than 60 miles/ 1 hour from RPCC) Step 1 – 6 months to 2 months prior to departure

Step 2 – 2 months to 1 month prior to

departure Step 3 – 1 month to 1 week prior

to departure Step 4 – Day of departure

Step 5 – On return and no more than 2 weeks later

Note: 1:12 ratio adult/student (1 leader who is a teacher)

**Local/Southampton Visits** (less than 60 miles/1 hour from RPCC) Step 1 – 3 months to 1½ months prior to departure

Step 2 - 1½ months to 3 weeks prior to

departure Step 3 – 3 weeks to 1 week prior to

departure Step 4 – Day of departure

Step 5 – On return and no more than 2 weeks later

Note: 1:20 ratio adult/student

Step One

**Permission, Booking and Letters:**

- Trip organiser to provisionally book the venues/transport.
- Trip organiser to get the Agreement in Principle form (EV1) signed by Educational Visits Co-ordinator and the Headteacher.
- Confirmation that the trip has been approved will be sent to you by the Educational Visits Co-ordinator.
- Speak to the **Finance Officer** regarding costing for the trip to make sure appropriate amounts of monies are requested from parents from the start.
- Consider when it would be appropriate to send information home; your letter to have a return slip for parents to complete. Your letter should be given to the **Senior Admin Assistant** for processing. Inform the Senior Admin Assistant as to whom you require the letter to go to and how many are required. The Finance Officer will also need to be given a copy of the letter so that they are aware of the trip. The Senior Admin Assistant will need to be aware of which other member of staff is base contact.
- The organisation of letter distribution will need to be completed by the trip leader. On return the letters will either go initially to the Finance Officer (if monies involved) or back to Senior Admin Assistant (if no monies involved) for processing. Students will be aware in the letter who they need to return to. **Under no circumstances should tutors or trip organiser take the letters from students.** The Senior Admin Assistant will require at least **48 hours** to create medical/contact information sheets for the trip organiser (see examples attached). Organisers will need to appreciate that if a trip is sanctioned last minute the Senior Admin Assistant will not be responsible in this case for completing any paperwork and the trip organiser will need to do this themselves.
- If a trip requires passport/EHIC information this will need to be stated on the letter with information as to what students need to do for checking purposes. The trip organiser is responsible for photocopying the passports/ EHIC cards at the meeting outlined in Step 2 point 2.  
**It is the responsibility of the trip organiser to follow up on any students failing to submit relevant paperwork and/or requirements for the trip such as passport/EHIC details.**  
The trip organiser needs to make sure parents are aware that students need to bring passports/EHIC cards back to the school a month before the day of departure.
- **If appropriate numbers for the trip are established – trip organiser to confirm bookings for venue and transport.**

## Step Two

### Approved Trip Leaders paperwork and preparation for the trip:

- Make sure you obtain written confirmation of bookings from venue and transport companies. If monies are required for the trip, regularly check with Finance Officer that payments are being received; follow up if they are not.
- Arrange staffing in liaison with Educational Visits Co-ordinator/Senior Leadership Team (staff medical forms must be completed at this stage). **Under no circumstance can a parent of a student (on the trip) participate and must not be invited.** SLT will inform the Cover Manager who will arrange the necessary cover. **Make sure you follow the guidelines for staff/student ratios for your particular trip.** (See page 1)
- Trip organiser to complete Evolve with a full **risk and medical risk assessment, itinerary, the letter sent to parents (including the need for a valid passport/EHIC/visa should the trip venture abroad).** This must be submitted to the **Educational Visits Co-ordinator for approval who will authorise it with the Headteacher. The trip will not be approved until all paperwork including LOAs are completed.**  
**Note:** County permission is required for International/residential trips, adventure activities, Duke of Edinburgh and will need to be completed at least 6-8 weeks prior to departure.
- Trip organisers are to arrange a base contact for the trip; one must be a Senior Leadership Team contact and the other the Senior Admin Assistant for the local, county and most national trips. International/residential trips base contacts must be members of the Senior Leadership Team only. Ensure base contacts are kept informed throughout the process.
- **Important for residential and trips abroad:** At this stage information pertaining to points 1-4 respectively should be submitted to the Headteacher who will seek Governor approval.



## Step Three

### Checking and Confirming:

- Check with the venue and transport that there are no changes or problems.
- Prior to the event the trip leader must arrange to meet with students to go over trip/extra- curricular arrangements and make sure they know RPCC expectations. **There must be a meeting for parents at least 3 months prior to all International/residential trips and a letter detailing this with other trip requirements will need to go to parents at this stage. Passports must be photocopied at this meeting and expiry dates and country of issue checked.**
- Book equipment (i.e. cameras) medical bags, lunches etc.
- Student/staff names to be emailed to all staff. Senior Admin Assistant to be made aware that trip is still going ahead and trip medical information requested.
- Any student with a medical issue the trip leader must check with a first aider what the emergency plan in place should be.
- **Important: Check that information supplied in the forms for residential trips matches that from school documents.**
- Meet with staff and give them their information packs including medical/risk assessments, go through structure of the trip and responsibilities. Go through the emergency situation procedures. Staff are responsible for checking the information and informing the trip organiser of any irregularities noticed and/or medical changes so they may have at least 96 hours notice prior to departure.
- At least 48 hours (7 days prior for a residential) meet with base contact and go through their information pack to make sure they are satisfied with all the arrangements. Confirm contact numbers again at this point. Go through the emergency situation procedures. Any irregularities noticed must be relayed to trip organiser at this stage. (The base contact is responsible for making sure they can access the pack at any time).
- Trip organiser to make sure one up to date information pack is given to the Senior Admin Assistant – 24 hours prior to (7 days prior to for residential and trips abroad) departure at the latest.
- Remind staff of trip in briefings week before or week of visit.

## Step Four

### The day of the trip/extra-curricular activity:

- Email or leave a register with the Senior Admin Assistant. If for any reason this is not possible, ring your base contact to confirm attendees
- Ensure all medication, including inhalers and epi-pens are with the students and a spare with staff responsible for these students within their groups. **No medication = no trip.**
- Ensure school mobile, first aid packs, free school lunches and contact packs are with all leaders.
- Text base contact to acknowledge, by 9.00am at the latest, that departure was on time and all attendees are present.
- If possible, at certain points during the day/days text base contact to inform of progress and/or any problems.
- On return inform base contact when the last student has been collected by parent.

## Step Five

### After the trip/extra-curricular activity:

- Complete evaluation form on Evolve.
- All trip information to be collected by the trip organiser from staff on trip and base contact and taken with trip organiser's main pack to the Senior Admin Assistant.

**Important: Should there have been a major incident on the trip the Headteacher and Educational Visits Co-ordinator will keep two copies until birth date plus 25 years.**