

Policy: Educational Offsite
Trips and Visits Policy

Approval: Board of Trustees

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**CHELTENHAM
BOURNSIDE
SCHOOL**

Policies

Contents

1. Rationale	3
2. Aims	3
3. Health and Safety	3
4. Communication with Parents/carers.....	4
5. Insurance	5
8. Further information	6

1. Rationale

Bournside operates a major programme of educational trips and visits. The school fully recognises that this enriches the diet we are able to offer our students immeasurably, providing opportunities and challenges beyond the classroom and adding a vibrant dimension to our provision. Staff are encouraged and supported in their planning of a full range of experiences for students that take place beyond the classroom.

This policy is written in the context of:

- the Local Authority offsite visits manual
- the DfE 'Keeping Children Safe In Education (September 2019)' document
- the school's Equality and Diversity Policy
- the school's Charging and Remissions Policy.

2. Aims

- To implement procedures that ensure the health and safety of students and staff on trips and visits
- To establish criteria that manage any disruption to the daily life of the school and timetabled lessons.

3. Health and Safety

This is of primary importance on all trips and visits.

- All trips and visit must be approved in advance by a member of the SLT who is a trained off-site Educational Visits Co-ordinator (EVC).
- Staff must give the EVC at least 6 weeks' notice minimum in total of a proposed educational trip or visit by submitting a proposal form, including 2 weeks' notice after submitting a planning form and risk assessments to ensure a due diligence checking process can be undertaken.
- Risk assessments must be completed for all trips and visits and must include management measures for students with medical care plans.
- For trips and visits involving overnight stays, travel overseas or potentially hazardous activities details are entered on the Local Authority *eVisit* website for advice and/or comment.
- The number and nature of staff accompanying any trip or visit must be agreed with the EVC; LA guidelines are used to inform decisions about student;staff ratios. The staff should normally work at Bournside as a teacher, teaching assistant, cover supervisor or a volunteer appointed by the school. Specific training will be required for some trips and visits. PGCE students often accompany trips or visits during their placements at Bournside. Any plans to take other adults on a trip or visit must be discussed fully with the EVC well in advance of the event as child protection guidelines must be followed and it may be necessary to obtain Disclosure and Barring Service (DBS) checks.
- A School Contact Person (SCP) must be nominated for any trip or visit that includes time outside the school day. The SCP must have the full itinerary and know how to contact the party. He/she should have a list of all participants. For all overseas/Category 2 trips and visits, the SCP must be a member of the SLT. Wherever possible, the second SCP should be a member of the SLT – **essential** for all overseas trips and visits.

- For all trips and visits that take students out of registration and/or lessons, the group leader must leave an information sheet at Reception. **The information sheet should include:**
 - Destination
 - Trip/Visit leader contact details
 - Expected return time
 - List of students
 - For trips and visits where any part of the trip takes place outside of school hours, details of the SCP (School Contact Person).
- **For Sports Fixtures:**
 - Students are responsible for advising their parent/carer that they have been selected for a fixture.
 - For all away fixtures, the member of staff overseeing the fixture takes with them:
 - Emergency contact details for all students
 - All relevant medical information held at school about each student
 - A mobile phone that can be used to contact parents/carers or a member of staff back at school/at home to contact if necessary.
- **The group leader must take with them on the trip or visit:**
 - More than one copy of all the parental emergency contact and medical consent forms.
(A second member of staff must also have these).
 - The additional medical care plans for any students who have one.
 - Details of how to contact the school contact person(s).
 - A first aid kit-
 - A school mobile phone: bookable on the school's booking system.
- When travelling by coach, staff should be seated throughout the coach to minimise the possibility of all staff being incapacitated in the result of an accident.
- Students and staff will be expected to conform to the student and staff codes of conduct for trips and visits. Staff will implement the agreed staff guidelines for student behaviour on trips and visits. These codes of conduct are available on Parent and Student Frog.
- Students may not be permitted to take part in an off-site activity if they have shown a lack of co-operation with members of staff or have behaved in a careless way that could endanger themselves or others.
- Any incidents or accidents must be reported through the school's normal systems. Sanctions will be applied in line the School's ladder of consequences (behaviour policy).

4. Communication with Parents/carers

- Communication with parents/carers is only required when the educational trip or visit will not be entirely within the time of the school day, in accordance with LA guidelines. However, our parents/carers are informed of all school trips and visits that take their son/daughter(s) out of school even if entirely within the school day. The only exception to this is the use of the occasional visit protocol in the Sixth Form where parents/carers give their consent in writing to the Sixth Form team allowing their son/daughter(s) to leave site for a local visit without the further need for a letter. This is done annually. If no consent is given, then written permission is sought for each and every visit.
- Letters must follow a school pro-forma and include details on timings, activities, insurance and costs. All letters must be approved by the EVC before being issued.
- The letter will outline the selection process to be used in the event of the trip or visit being oversubscribed.

- An information evening for parents/carers will be held for **all** overseas/residential trips and visits.
- Parents/carers will be required to agree to the school's code of conduct for students on trips and visits and complete an up-to-date medical form prior to their son/daughter commencing the trip/visit.

5. Insurance

- All UK trips and visits will be covered by the school's annual travel insurance. The only exception to this is for particularly adventurous/potentially hazardous trips and visits or where insurance is also offered by any tour operator or activity provider. The EVC can provide advice where necessary on this as can the Insurance department of the Business Centre.
- If a staff member uses their car to transport students, insurance is provided through the school's annual trip insurance.
- The package (and hence price) of all overseas trips and visits will include full insurance. This must be incorporated into the budget for all overseas trips. The EVC will ensure that this is the case when the LA eVisit paperwork is completed ahead of it going to the LA for review. This is easily organized via tour operators. Parents/carers will be given a copy of the insurance policy for all overseas trips and visits for their reference.
- The only exception to this is for trips and visits overseas where a tour operator is not used due to the nature of the trip, for example for school exchanges and MFL trips. In these cases the protocol is:
 - The trip or visit organizer discusses this in principle with the EVC.
 - The EVC sources a provisional quote for insurance from an external provider.
 - If the EVC is confident that the level of cover is sufficient, the trip or visit organizer will contact the external provider to detail the activities that will take place and agree a confirmed price.
 - This cost will be planned into the budget and hence price charged for the trip or visit.
 - The trip organizer will liaise with the Finance department for payment as with all other invoices relating to the trip or visit.

A copy of the insurance policy will be included in the LA eVisit paperwork.

6. Charging

Please refer to the Charging and Remissions Policy.

7. Minimising Disruption

In order to control disruption to lessons for both staff and students the following guidelines are applied:

- The proposed outline programme of trips and visits is agreed and published at the start of the school year. The programme is monitored by the Governing Body.
- All trips and visits which take place during school terms must have clear curricular links or form part of the agreed programme of Outdoor Education activities.
- Individual members of staff should not normally miss more than 10 days of teaching for trips and visits during the academic year and never more than 5 days consecutively.
- Trips and visits are avoided whenever possible during September and during the last weeks of term before the Christmas, Easter and Summer holidays.
- Disruption to Year 10 lessons is not permitted from the start of Term 4 up to the final date of the Year 10 internal examinations (as per the calendar).
- Disruption to Year 11 lessons is not permitted from the start of Term 4 unless the activity is directly related to examination or coursework/controlled assessment requirements.
- Disruption to Year 12 lessons is not permitted from the start of Term 5 up to the final date of the Year 12 internal examinations (as per the calendar).

- Disruption to Year 13 lessons is not permitted from the start of Term 4 unless the activity is directly related to examination or coursework/controlled assessment requirements.

The only exception to the above four bullets are exceptional circumstances such as students reaching competitive cup finals, national events, etc. or for approved school events such as school concert rehearsals.

Any event that requires one of these four year groups missing lessons during these periods (on the grounds of exceptional circumstances) will need approval from the EVC.

Students are made aware by the member of staff leading an activity, event or trip that failure to catch up the work missed whilst absent will lead to them not being able to be involved in future events of this type.

8. Further information

- Staff must follow the specific procedures for organising a school trip, including requirements for transportation of students outlined on the Frog site, 'Educational Offsite Visits'.
- Staff must also be aware of and follow the Staff Conduct of Conduct for school trips and visits which can be found on the school's internal P drive / the Frog Educational Offsite visits site. This is referred to in the Classroom Teacher job description.