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School Visits and Trips Policy

2021 – 2024

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Nominated Governor:	Link Governor for Health and Safety
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Manchester Academy School Visits and Trips Policy

Introduction

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this and other reasons meticulous planning and organisation are essential. Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

As a responsible employer we understand our obligations to assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;

- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Full details of our health and safety arrangements are available in the School's Health and Safety Policy.

Training on Health and Safety Implications of School Visits

Manchester Academy will ensure that staff are given the health and safety training they need for their job, including taking pupils off-site on school visits. This will include an undertaking by Manchester Academy that the Educational Visits Coordinator (EVC) receiving access to all relevant training.

Role of the Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator has oversight of all trips and responsibility for:

- **liaising with the local authority's outdoor education adviser**
- **processing all trip and visit requests through EVOLVE**
- **the management of risks associated with educational visits**
- **ensuring that the planning of all trips complies with the requirements of this policy**

The Educational Visits Co-ordinator is Liam Horrigan (VP/DSL)

Procedures for Organising Trips and Visits

Approval:

Details of all proposed trips and visits must be submitted first to the Principal, Mr Eldon, and the Educational Visit Co-ordinator (LHO) for approval before detailed planning begins and before these plans are shared with other staff, parents and pupils. This is to ensure that:

- there is appropriate overall co-ordination
- aims and objectives are stated
- there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school; where appropriate, it will be linked to work within school by preparation and follow-up activities
- it is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes
- regard is given to inclusivity; and



- regard is given to the impact on in-school teaching and learning and cover implications

Details of all residential, overseas and trips involving adventurous activities (whether led by external staff or school staff) must then be approved by the Chair of Governors.

Once a visit has been approved in principle, the lead teacher must complete an EVOLVE visit outline. Access to EVOLVE can be provided to all staff members by the EVC, Liam Horrigan. All staff participating in any off-site activity must be registered as an EVOLVE user.

Ratios and Effective Supervision

Manchester Academy must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision will consider:

- the nature and duration of the visit and the planned activities
- the location and environment in which the activity is to take place
- the nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational)
- staff experience
- the consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

Staffing ratios are a risk management issue and are determined through the process of risk assessment. Therefore, it is not possible to set down definitive staff/participant ratios for a particular age group or activity. Staffing, especially for visits to remote locations or overseas, will take into account how the group will be supervised effectively given the possibility of a leader becoming indisposed or having to leave the group, for example to accompany a sick child to hospital.

Risk Management

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare. Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training that they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer, United Learning has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Co-ordinator. However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regularly taking pupils to sport fixtures) takes place. Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the lead member of staff. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising a school trip the following are required:

- Regard to child safeguarding procedures (considering the additional risks involved in residential and overseas trips)
- The Principal and Educational Visits Co-ordinator's approval for the trip
- When possible, a preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue



- Risk assessments specific to the trip (other than in respect of activities forming part of the school day, as referred to above, generic risk assessments must not be used as the trip leader needs to consider specific risks for that trip)
- Review of the list of participating pupils, if the SEND needs of a pupil may require reasonable adjustments to facilitate full or safe participation or the behaviour of a pupil may put the health and safety of that pupil or others at risk, then this must be raised with the SENCO/DCC /and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a pupil to participate in a trip will be made by the SENCO and other staff should not discuss this directly with pupils or parents/carers
- Consideration of the ratio of staff to pupils needed
- Training needs of the staff on the trip considered and met
- A list of all participants with details of pupil's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met)
- Parents/carers are to be made aware of the food and drink arrangements for the trip and the catering team informed of the trip so that school lunches can be cancelled, and packed lunches ordered for free school meal pupils
- Regard to the School's Health and Safety Policy and health and safety advice from the DFE and the HSE
- First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits are always available (Many venues will have statutory requirements to have first aiders present on site as part of their normal operational procedures. Therefore, having a registered first aider as part of the staffing team may not be a determining factor in allowing the trip/visit to proceed)
- Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment required) / making parents aware of the activity and giving the opportunity to withdraw
- All staff to be aware of the medical needs of any of the pupils (including medical emergency procedures)
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS
- Staff must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency;
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return;
- Consideration given to the details of the school emergency procedures when off-site (taking into account compatibility with the emergency procedures of any third-party providers) and that these are made known to staff, pupils and parents/carers
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether
- A contingency plan for a major incident, including terrorist attack
- Details of the liaison contact at school in case of emergencies
- Emergency contact details for all parents and staff for the duration of the visit
- Financial viability of the trip
- Insurance cover
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

Timescales for Planning All visits and trips

All visits and trips must be organised and paperwork completed at least two school weeks in advance of the event (for late applications due to third parties, last minute offers, or sporting cup competitions, consultation must be sought with the Educational Visits Co-ordinator for approval). Overseas trips and trips involving students participating in outdoor and adventurous activities which hold higher levels of risk must be submitted with as much advance notice as possible, and not less than one full term before any proposed departure dates.

All applications must be accompanied by at least three key documents for them to be progressed. Applications made without these attachments will be returned to the Trip Leader. These key documents are:



- Proposed Off-site Visit Form
- Manchester Academy Risk Assessment tailored for the trip
- The invite letter/instructions to parents/guardians/pupils with the arrangements for the event, trip or fixture being attended. This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules; and, if available, a register/nominal roll with a list of pupils attending the trip, including an indication of those with significant other needs (medical, SEND or behaviour).

In addition, the visit must be recorded and approved using EVOLVE.

Arrangements for day of Departure and Return

A member of the Senior Leadership Team must be assigned as the home contact. On the day of departure (if school is open) an updated nominal roll is to be left with reception, the Attendance officer and staff members accompanying the trip should sign-out using the normal procedure. The trip leader must take the school trips mobile phone and a first aid kit alongside and pupil specific medication which may be required. All students must adhere to the plan on the signed consent form with regards to departure/return. Manchester Academy is to be the sole departure and return point for all visits, unless other venues are stated as part of the proposal documentation.

Adventure Activities Using Licensed Providers

When planning an activity that will involve outdoor and adventurous activities including (but not limited to) caving, climbing, trekking, skiing or water sports, Manchester Academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. This facility is available through EVOLVE.

External Providers

The Principal/EVC must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used if the provider does not have the Learning Outside the Classroom Quality Badge. The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly engage with pupils have been vetted in accordance with the safer recruitment policy. Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities outside the UK' and the LOTC quality badge are good benchmarks when relevant. There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time. If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal must be satisfied with all the safety procedures.

Joint Trips with other Schools

Such trips and visits will occur rarely, if ever. There should be one overall party leader and the Principal should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils. Trips where other schools will be in attendance at the same venue e.g. Rewards trips to Alton Towers/Careers Events are not to be considered as joint trips.

Parental Consent for Off-site Activities

All Parents/carers will be asked to sign a consent form for each school trip or visit. This will cover their child's participation during the year in any off-site activities. In relation to PE fixtures and enrichments, all Parents/carers will be asked to sign

a consent form at the start of every academic year. This will cover their child's participation during the year in any off-site activities organised by the schools PE department which take place during school hours or outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided to enable an informed decision to be made.

Parents will also be notified on an annual basis that occasional learning activities in venues considered to be extensions of the Manchester Academy site may take place during any given academic year. Sites that might be considered extensions of the Manchester Academy school site are limited to Whitworth Park and The Whitworth Art Gallery.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. These include adventurous activities residential visits, overseas visits and all trips that take place outside the school day (except sporting fixtures).

Allocation of Pupil Places on Over-subscribed Trips

Where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- look to see what other enrichment trips a pupil has already attended so that those who have previously been unsuccessful in an application are given priority over their next application;
- look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the trip is taking place in school time
- look at behaviour records. We must be assured that pupils are meeting our expectations in school before we consider taking them on an enrichment trip (considering any SEND needs). If there are concerns regarding behaviour these must be raised with the Senior Leadership Team and must not be raised by other staff with pupils or parents/carers directly

If, despite all these factors being applied, the trip remains over-subscribed, we will rely on drawing names from a hat. This will be undertaken by the EVC

Inclusion

We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND pupils or those with medical conditions are included and will consult with parents and pupils and take advice from relevant healthcare professional to ensure that pupils can participate safely. If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents/carers of the pupil by a member of the Senior Leadership Team. Any deposit and other monies paid will be refunded.

We acknowledge that it is unlawful to treat a pupil with a protected characteristic less favourably or fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification. Reference should also be made to our SEND and inclusion policies (available on the policy page of the school website).

Charges and Refunds

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy.

If a parent/carer withdraws a pupil from a trip or if at any point a pupil's behaviour prohibits them from participating in a trip, the cost will not be automatically refunded. If a costed place can be re-allocated and no costs are lost, a refund or part refund will be considered.

Insurance



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United Learning Schools are covered for all educational visits not exceeding 31 days in duration, however, additional notification to the insurance company is required for visits which will include winter sports. Schools should refer to the Insurance pages of United Hub for further details and contact the insurance company for confirmation that they are covered if their visit will include any 'higher risk' activities. The school will not accept responsibility for loss or damage to personal items brought on trips. Trip leaders should actively discourage students and staff participating in any trip/visit from bringing with them any items of value.

Volunteers

Any volunteers who accompany any 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.

Employees Conveying Pupils in Private Cars

The use of private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Business Manager must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Business Manager and the licence must be satisfactory to the Business Manager – six points is the usual cut off point)
- MOT certificate (where applicable)
- Comprehensive insurance (which covers use for the purposes of his/her employers' business)

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Information for Parents/Carers and Pupils regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Pupils and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision). Pupils and parents/carers will be made aware of and must accept the Student Code of Conduct for Trips and Visits, which sets out the expectations of pupils.

For residential trips, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear. Reference should also be made to the Behaviour Policy (a copy is published in the policies Section of the school website). Pupils may be excluded from any visit or trip where their behaviour presents a danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

Remote Supervision

After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party:

- the geographical area in which pupils must stay should be clearly defined
- pupils must remain in groups – appropriate group sizes must be determined by the group leader, never less than 2 per group
- a time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble
- if pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees;



- pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and 'illegal substances'. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these; and
- pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

Residential Trips

Upon arrival at all residential accommodation, trip leaders must ensure that venue familiarisation tasks are undertaken and that all students and accompanying staff are aware of all emergency evacuation processes and muster points. If possible, a fire drill should be held on the first evening before bedtime and all nearest fire exits should be pointed out to all party members.

Exchange Visits

Manchester Academy will not engage with any exchange visits involving Manchester Academy students becoming the household guests of other families, either in the UK or abroad. Manchester Academy will also not coordinate exchange visits where Manchester Academy students and their families act as household hosts for overseas visitors.

In the event that activities are planned with another school, either from the UK or abroad, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own staff if based at a location remote from the pupils.

Accidents, Incidents and Emergency procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact a member of the Senior Leadership Team for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults. They will follow the procedures set out in the School Emergency Plan.

The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and there will be a nominated member of staff responsible for first aid. The requirements for first aid and administration of medicine should be included in the risk assessment. At the end of each visit/trip when it has been deemed necessary to collect and hold student phone numbers in the 'trip phone', these numbers must be deleted by the trip leader.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund. This aspect of the trip budget must be built in to the overall costs charged to all participants at the point of any trip being advertised. If surplus funds remain at the end of any visit, all students may receive a proportionate refund.

Reporting Injuries and Accidents

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:

- establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Principal, emergency 'contact' or other senior employee
- call whichever emergency services are required (UK 999, Europe 112, USA 911)
- where anyone is injured have first aid administered if possible
- make sure all other members of the party are accounted for and are safe



- establish the name(s) of the injured;
- advise other party adults of the incident and that emergency procedures are in operation
- if possible, arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- ensure that the remainder of the party are adequately supervised throughout - may be necessary to arrange for their early return to base
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- commit to writing full details of the incident: Including Name(s), nature of incident, time, date, location, details of any injuries, details of emergency services attending, actions taken, telephone numbers/contacts,
- do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. Manchester Academy is responsible for this, but staff may be asked to prepare the report
- complete the school accident/incident report form or commit to writing full details as above

Evaluation

Following all residential visits and new trips there will be a process of feedback, review and evaluation. For residential trips this should involve pupils, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for pupils and can help the celebration of success as well as feeding into the planning of future visits. Any significant issues should be shared with the Principal and Educational Visits Co-Ordinator. The evaluation is to be completed using EVOLVE. Staff not completing a thorough evaluation of off-site trips and residential visits may have future trip/visit proposals rejected.

This Policy will be reviewed at least every three years by the Principal and the Educational Visits Coordinator.

Agreed by Manchester Academy LGB Academic Year 2021-22

Signed by Chair of LGB _____
(Chair)

Date:

Signed by Principal _____

James Eldon (Principal)

Date:

Review Date: September 2024



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