



Huish Episcopi Academy

The best in everyone™

Part of United Learning

Educational Trips & Visits Policy

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Statement of intent

Huish Episcopi Academy understands that visits & trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The academy aims to ensure that pupils are engaged in their learning and are given opportunities to explore this away from the academy site where appropriate.

The academy takes the health & wellbeing of our staff & pupils very seriously. This policy details our responsibilities for pupils while out on educational trips & visits and has been created with regard to relevant legislation including, but not limited to:

- The Health & Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health & safety on educational visits'
- HSE (2011) 'School trips & outdoor learning activities'

1. Definitions

1.1. 'In loco parentis' means that the group leader of any academy trip or educational visit has a duty of care over the pupils in place of a parent/carer.

1.2. 'Academy trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Huish Episcopi Academy which takes pupils off-site.

1.3. EEC Live is the online Health & Safety planning and approval portal for off-site visits.

1.4. 'Residential' means any academy trip that includes an overnight stay.

1.5. Activities of an 'adventurous nature' include, but are not limited to:

- Trekking
- Caving
- Skiing
- Water based activities
- Climbing

2. Key roles and responsibilities

2.1. The Senior Leadership Team (SLT) has overall responsibility for the implementation of the Educational Trips & Visits Procedure.

2.2. The governors have overall responsibility for ensuring that the Educational Trips & Visits Procedure, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

2.3. The governors have responsibility for handling complaints regarding this procedure as outlined in the academy's Complaints Policy.

2.4. The Principal is responsible for appointing a member of SLT to the role of Educational Visits Co-ordinator (EVC) and arranging for training to be undertaken as necessary.

2.5. The individual appointed to the role of (EVC) will be responsible for the day-to-day implementation and management of the Educational Trips & Visits Procedure.

2.6. Staff leading or accompanying trips will be responsible for following the Educational Trips & Visits Procedure, and for ensuring pupils do so too. They will also be responsible for ensuring the procedure is implemented fairly and consistently.

2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.

2.8. Pupils are responsible for following instructions from teachers and support staff while on educational trips & visits.

2.9. Pupils are responsible for behaving in a manner that matches the ethos of Huish Episcopi Academy and for following the behaviour rules set out in the academy's Behaviour Policy as they relate to the Educational Trips & Visits Procedure.

3. Governors' Responsibilities

The approval of all planned educational trips & visits, has been delegated by the governing body to the Principal. This is reviewed annually and will be recorded in the minutes by the Governance Professional.

4. Principal's Responsibilities

4.1 The Trip Leader will complete the on-line trip request form (Appendix 1) for the Principal to consider. There are three categories of trips, as follows:

- Category A – non-hazardous trips within the UK and duration of no more than 24 hours.
- Category B – trips of more than 24 hours or overnight stay or a journey by air or sea or deemed adventurous / hazardous.
- Category C – Duke of Edinburgh trips.

4.2 All Category B and C trips must be entered on EEC Live for additional approval by the academy's external Health & Safety consultants.

4.3 It is the responsibility of the Principal in this context to:

- Ensure that an activity is appropriate to the aims of the academy as an educational establishment;
- Ensure that an activity is appropriate to the needs of the pupils involved;
- Satisfy themselves that the academy can be run efficiently in the absence of any staff on the activity; and
- Satisfy themselves that all reasonable steps have been taken to ensure the safety of the pupils involved and that they have no concerns about safety.

4.4 It is best practice for the Principal to approve and appraise the off-site activities at the academy on an annual basis in order to:

- Ensure a suitable spread of such activities throughout the academy;
- Ensure that financial commitments for parents are reasonable; and
- Ensure that overall issues relating to academy visits can be reviewed, such is the effectiveness of the academy's organisation and planning, staff experience and qualification levels etc.

5. Training of staff

5.1. If deemed appropriate, Teachers and support staff will receive training on educational trips and visits in line with this procedure.

5.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

6. Planning a trip or visit

6.1. If a member of staff is planning any type of trip or visit, they must complete the Jotform <https://form.jotform.com/221081306437044> (also see Appendix 1) and should provide as much supporting information as possible. The proposal will be discussed at SLT meetings. All Category B and C trips must be added to EEC Live as consent must also be obtained from the academy's external Health & Safety advisors. Approval will be given if deemed appropriate.

6.2. Prior to planning a trip, the following guidance will be read by the Trip Leader (TL):

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

6.3. Adventurous activities will always be identified at the planning stage and never added during the trip.

6.4. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities that may not have a trained lifeguard present.

Where there is a maximum capacity of pupils for a trip, a reserve list will be maintained and places offered on a first come, first served basis. This will be clearly communicated to parents in the trip letter. Priority will be given to PP/SEND students.

6.5 The Trip Leader will be invited to attend a meeting with the Principal and EVC a few weeks before the trip to run through a series of questions and checks.

7. Risk assessment process

7.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

7.2. The trip leader is responsible for risk assessing the activity prior to and during the activity.

7.3. The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions to mitigate a risk
- Record findings
- Review the assessment and update if necessary
- Sign off the risk assessment with the EVC during a meeting

7.4. Various generic risk assessment forms are on EEC Live. However, these do not replace the process in section 7.3.

8. Parental / carer consent

8.1. It is the policy of Huish Episcopi Academy to gain parental consent for trips. However, there may be occasions if a trip is local, during academy hours and assessed as low risk that the academy may not ask for prior consent. When this is the case, parents will be informed of the activity by letter or email and given the opportunity to withdraw their child from the trip.

8.2. Consent is always required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of academy hours.

8.3. Parents and carers are required to provide medical details and emergency contact information when their child starts at Huish Episcopi Academy. The academy will send out reminders to ask parents annually, to confirm the details on record are up-to-date.

8.4. In the event of a trip, parents and carers will be asked to complete a form to confirm and update their child's details, including any changes to medical conditions. Parents and carers will be given a deadline to do this, and reminders sent to all that do not do so. All changes to medical records will be checked and recorded, and cross-referenced with the Pupil trip list. A final pupil trip list will be run 3 days prior to the trip leaving. Pupils will not be able to travel without written confirmation from parents that all data held is correct and up to date.

All medical information is taken as part of the pupil trip list, by the relevant staff member on visits and for all out-of-academy hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

Parents will be asked to provide additional information on the frequency and dosage of any medication through an online form, sent out prior to the trip. This will help to provide up-to-date information, through the Pupil trip list, to relevant staff and supervisors to help the pupil manage their condition while they are away.

9. Staffing ratios

9.1. Staffing ratios for each trip will be considered by the Senior Leadership Team on a case-by-case basis depending on the nature and location of the trip and the pupils concerned. There should be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:

- Abroad: 1:10
- Other residential: 1:10
- High risk: 1:10
- Other visits: 1:15 for KS3 or 1:20 for KS4 or KS5

10. Insurance and licensing

10.1. When considering external providers for activities, the trip leader will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

10.2. If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

10.3. When planning activities of an adventurous nature in the UK, the trip leader will check that the provider of the activity holds the current relevant licence.

10.4. If an organisation does not meet the academy's standards, they will not be considered.

10.5. Huish Episcopi Academy has an annual travel insurance policy that covers every off-site visit. Occasionally, cover is provided as part of a trip and actually costs more to remove it (e.g. PGL Travel Ltd), in which case, Huish Episcopi Academy will use this cover if required.

10.6. Parents will be informed of the limits of any insurance cover where relevant.

10.7. For European trips, a valid Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) if in date, must be held for every traveller, both pupil and staff. This will be reviewed now the UK has left the EU.

10.8. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

10.9. Medical expenses will be recorded and the records stored in Huish Episcopi Academy Office.

11. If things go wrong

11.1. All accidents, injuries or incidents should be recorded.

11.2. In the case of serious accidents and incidents while on a trip, the academy's accident reporting process will begin.

11.3. For all out-of-hours trips, the trip leader will have the contact details of a senior member of staff for use in emergencies. In the case of residential visits, there will also be a second emergency contact.

11.4. In the case of serious accidents or incidents while on a trip or visit:

- The Trip Leader will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact should be the emergency contact person who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed if the trip is abroad.
- The Business Manager/Governor will be notified to liaise with the academy insurer's claims management company.
- Written records of the incident will be kept.
- Media enquiries must be referred to the Principal or Vice-Principal, if they are not available, the Local Authority's Crisis Communications Support Team.

Critical Incident Flow Diagrams can be found within the Critical Incident and Business Continuity Management Plan and attached as appendices within this policy.

12. SEN and disabilities

12.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.

12.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the Pupil/s.

13. Equality of Access to Trips

13.1 It is the hope of Huish Episcopi Academy that all pupils get to experience a trip, including at least one residential trip during their time at the academy. To ensure trips are accessible to all of our pupils, the following selection criteria will be used for the three trip types:

- Compulsory curricular trips - every pupil has the right to go on a compulsory curricular trip, which provides essential support to learning. If there is a shortfall of voluntary contributions, departments will be expected to fund any shortfall.
- Opportunity trips - every pupil should have access to these trips, ensuring equal representation from each demographic group e.g. PP/SEND. The trip must be self-financing. In the event of over subscription, disadvantaged pupils will be given priority. All other students will be drawn out of a hat. Risk assessments must be conducted prior to any pupil being refused.
- Rewards trips – will be by invitation only, however, these should be designed to encourage disadvantaged students to be overrepresented wherever possible. The trip must be self-financing and a deadline for payment set, which allows sufficient time for all to pay. The protocol for selection and barring should be clear. Risk assessments must be conducted prior to any pupil being refused.

13.2 For all trips, the trip leader should consider the financial cost of an activity and the effect this has on equality of access.

14. Finance

14.1. The academy's financial procedures must be followed when arranging trips.

14.2. The academy will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of academy time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the Pupil is being prepared for at the academy.
- Part of religious education.

14.3. For trips which are not 'optional extras', parents may be asked to make a voluntary contribution.

14.4. Under no circumstances should trip money be processed through personal accounts.

14.5. In the event of a pupil who has been suspended or excluded at the time of the trip, or parents withdrawing a pupil from any trip, the academy reserves the right to retain an amount of money sufficient to defray any expenditure incurred by this withdrawal.

15. Foreign trips

15.1. All foreign trips require the passport number and expiry date, along with the nationality of the holder, to be given on the application form to prevent any unnecessary issues with visa applications nearer the time. Any pupils with a non-UK passport who requires a visa for a foreign trip will be expected to apply for this themselves.

16. Evaluating trips and visits


16.1. Following an educational trip/visit, the Trip Leader will complete an evaluation form to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

16.2. Based on this assessment, recommendations will be made to improve future trips and visits.

17. Appendices

Appendix 1

Example on-line trip request form is completed by the Trip Leader and submitted for approval.



HuishEpiscopi

EDUCATIONAL VISITS REQUEST FORM FOR TAKING STUDENTS ON A TRIP

Please complete the following details:

Named of Trip Leader *

First NameLast Name

Your Email *

Name of Trip *

Location(s) *

Category *

Proposed date(s) & Times

Start *

Date

Hour

Minutes

End *

Date

Hour

Minutes

Educational aim(s) of trip *

For Curriculum Trips, please
select HOD email

Year group(s) *

☐ 07 ☐ 08 ☐ 09 ☐ 10
☐ 11 ☐ 12 ☐ 13

Approximate number of
pupils *

Appendix 2

HUISH EPISCOPI ACADEMY PROCEDURE FOR EDUCATIONAL TRIPS & VISITS

Step	What?	Who is involved?
Step 1	Trip Leader requests permission from members of the SLT including the Principal and EVC, by filling out the on-line Trip Request Form (Appendix 1). This process includes a check of the academy calendar checked and draft costings calculated with support from the finance team.	TL/SLT/ Finance
Step 2	If approved, Trip Leader issues letters of interest including accurate costings.	TL/Finance
Step 3	For Cat B & C trips, information is added to EEC Live including risk assessments and itinerary, ensuring the trip is tailored to the needs of all pupils attending.	TL
Step 4	All trips are recorded on the EVC's trip monitoring spreadsheet.	EVC
Step 5	Trip mobile phone booked out for duration of trip	TL
Step 6	After selection of students has been made and numbers confirmed, Trip Leader liaises with Finance to arrange for the booking of tickets, transport etc.	TL/Finance
Step 7	Letter drafted by TL, checked by Finance/Admin and approved by EVC. Letter sent by email to parents. WisePay and consent set-up and published by Finance. TL to chase outstanding responses.	TL/EVC/ Finance
Step 8	After the deadline has passed, the trip is closed and a final list of pupils attending the trip is published.	TL
Step 9	EEC Live is submitted including final numbers and checked by the EVC. NB: Cat B & C trips require additional approval from Health & Safety consultants – this will be submitted after the EVC has approved in principle.	TL/EVC
Step 10	Pupil trip list is emailed to the First Aider, SENCo and DSL, flagging up any pupils with Education Health Care Plans/health related issues (e.g. allergies etc.) A copy of EV5 forms are given to main office / First Aider to update relevant records.	ADMIN/TL
Step 11	Packs are put together including pupil list/register, risk assessments, itinerary, emergency information, plus mobile numbers. At least one week before the trip, FSM lunches are booked.	TL
Step 12	Pupil trip list is circulated, a copy given to attendance.	TL
Step 13	Pupil trip list is emailed to the emergency contact.	TL
Step 14	Register is emailed to tutors.	TL
Step 15	Mobile phone is collected by Trip Leader.	TL
Step 16	First Aid Kit, FSM lunches and any EHCP's collected by Trip Leader.	TL
Step 17	After trip, TL completes Trip Evaluation Form.	TL