

Educational Trips & Visits Policy



SAMUEL WARD

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Introduction

Samuel Ward Academy recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its students' education if conducted within a safe and healthy environment. School visits can benefit the development of their character and social skills.

It is the intention of Samuel Ward Academy Governing Body to ensure that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits. The 'References' section at the end of this policy sets out these sources.

The overall high quality of planning and leadership on school visits will be evident from the contribution these journeys will make to the all-round ethos of the school and the interaction between students and staff.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's Trips and Visits Policy can only be successfully implemented with the full co-operation of everyone concerned.

Responsibilities

A Department for Children, Schools and Families (DCSF) guidance on good practice and statutory responsibilities of schools is given in Appendix 9 of this policy.

Responsibilities of Samuel Ward Academy Governing Body

In discharging its responsibilities, Samuel Ward Academy Governing Body will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure for Educational Visits
- Ensure that there is an effective and enforceable policy for the provision of health and safety on Educational Visits throughout the Academy and that it is implemented
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience and other off site activities.

In particular, the Samuel Ward Academy Governing Body undertakes to provide as far as is reasonably practicable:

- Effective guidelines and risk management to enable Educational Visits to occur ensuring the safety of both students and staff
- A management structure to give support and guidance so that staff feel able and are willing to undertake school visits.
- Safe and healthy working practices that take account of appropriate statutory requirements, code of practice and guidance
- Supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner

- Ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision
- Ensure parents are fully informed of the arrangements for all trips and visits, which include at least one overnight stay, by holding a parents and students meeting prior to the trip taking place. At this meeting at least one parent/carer and the student should be expected to attend as a prerequisite to the student being allowed on the trip.

Trips and Visits Procedures

Rationale: These procedures apply, in the appropriate context, to single day visits, to longer journeys at home or abroad involving overnight stays, and to any visit in or outside normal school hours (including weekends and holidays) which is organised by the staff of the Academy or for which pupils are recruited in School

Responsibilities of the Principal

The Principal has responsibility for the day-to-day development and implementation of Educational Visit practices and conditions for all staff and students. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented in relation to school visits.

Responsibilities of the Educational Visits Co-ordinator (EVC)

The Principal will designate a senior manager to be the Academy's Educational Visits Co-ordinator. The EVC will be responsible for the day-to-day implementation of the Educational Visits Policy and will be the designated contact for all staff planning on organising a school visit.

Responsibilities of Supervisory Staff

- All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to educational visits.
- All supervisory staff are expected to exercise a higher duty of care than a careful parent would exercise in the same circumstances. Failure to conform to these regulations could have serious consequences for any member of staff involved in the event of an accident.
- Responsibility for a specific visit (i.e. Language Exchanges) will be written into the Job descriptions of Academy staff where appropriate.
- Supervisory staff will take a direct interest in the Academy's Educational Visits Procedures and in ensuring that staff, students and others comply with its requirements.

Approval & Notification

- Members of staff wishing to organise visits must complete a pre-trip form and obtain the Educational Visits Co-ordinator's approval before publishing arrangements or entering into any commitment and complete a pre-trip form with the EVC (Appendix 1)
- For overnight or trips abroad the trip/visit must have the approval of the Samuel Ward Academy Governing body by submitting Application for Academy Visits (Appendix 1)
- Requests for approval should indicate the nature of the trip and highlight any activities that may be regarded as hazardous.
- All trips should be added to the annual school calendar before it is published in September

- Risk Assessments for all proposed activities should also be submitted with the approval application (Appendix 8)
- Approval will be given once the calendar form has been submitted
- Educational Visits Organiser's Procedure check-lists are attached in Appendix 1

Regular Extra Curricular Activities

Extra-curricular activities that recur regularly (e.g. football training, weekly activity clubs etc) require approval before commencement, but approval then applies for the entire school year, subject to prior written notification to the Principal of any changes to regular arrangements.

Parental Consent

- Specific consent must be obtained from the parent(s) of every child before commencement of any trip. Consent forms are attached in Appendix 2 (PC/03). Pupils may not go on trips/visits without parental consent having been given. This would normally be in writing, however in exceptional circumstances, verbal permission may be accepted, but only if approved by the Principal or the EVC
- The appropriate 'Code of Conduct' for students on school visits form should be signed by children and witnessed by parents (Appendix 3).
- The Academy Alcohol, Tobacco and Drugs Policy for Visits is attached as Appendix 4.

Insurance

- The Academy has affected insurance cover for pupils on trips. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, Personal Liability and Delay cover (if abroad), and applies to travel world-wide. The policy has limits on payments and in some categories excesses apply. A copy of the current policy may be obtained from the Finance Manager. There are no additional costs for insurance.
- **Please inform the Finance Manager if your trip will entail high risk activities and if students have any pre-existing medical combinations. This could affect the insurance cover.**
- If an incident occurs which may give rise to a claim, Liability should not be admitted at the time, but the matter should be referred to the Academy Finance Office as soon as is practically possible. Losses or theft that might result in an insurance claim should be advised to the local police in accordance with the requirements of the policy. (incident report sheet appendix x)
- On trips within the EU, some medical cover is provided by the student's own EHIC card which is available on application to the DHSS for all EU nationals. This card can be applied for online or by post and pupils should be required to obtain one and evidence its possession to the trip leader prior to the journey commencing. Be aware that EHIC cards only cover hospital expenses.

Inclusion

Every effort should be made to ensure that outdoor learning activities are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all *reasonably practicable* measures to include all young people. The principles of inclusions should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers, employers, heads/managers

Curriculum planners, EVCs and Visit Leaders should be aware of the extent to which Inclusion is or is not a legal issue. Under the Equality Act 2012, it is unlawful to:

- Treat a disabled young person less favourably
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Escorts

- Groups should be accompanied by members of staff or other approved escorts. Health and Safety Executive stance is as follows:
 - *Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.*

At Samuel Ward Academy general practice will most commonly follow an escort ratio of not less than one adult per 18 students for day visits and one adult per 10 students for overnight stays.

- Consideration should be given where appropriate to the need for escorts of each gender, and for sufficient members of the teaching staff to participate in the visit to ensure an appropriate level of supervision and discipline. 2 teachers per trip.
- Exception to the staffing ratio can be agreed for small groups of more senior pupils; prior reference should be made to the EVC.
- All adults on the trip must be Disclosure and Barring Service (DBS) Checked.

Costing of Journeys

- The member of staff in charge of a journey or visit is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from Academy funds or Governing Body funds.
- The following main costs need to be considered but others will apply depending on the nature of the journey:
 - Accommodation
 - Food
 - Travel/transfers
 - Excursions
 - Administration costs in organising the journey
 - Insurance
 - Contingencies

The school will not cover any shortfalls

Accounts

- A record of receipts and payments should be kept and supported by documentary evidence.
- The records should be available at any time for examination by the Principal or the Finance Manager and will be reviewed annually by the Academy's Auditors. They should be retained by the school for a minimum period of one year.
- For all practical purposes the Academy Finance Office will act as the bank for all school trips and journeys. All income relating to the journey should be passed to the Academy Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the trip by the Finance Manager
- In no circumstances should the personal accounts of members of staff be used for any Academy activity.
- Where a student withdraws from a trip or is banned from a trip because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the student's behalf.
- On return from a journey, surplus funds should be repaid to parents where the sums are significant (over £5 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding trips.
- Non-refundable costs must be made known to parents in the first letter.

Communication with Parents

- Please ensure letters are typed by WJ in front office
- Make clear the selection policy for popular trips

Parental Contributions

- If the trip/visit is part of the curriculum, parents may approach the school for financial assistance in some circumstances.
- For trips/visits which are not part of the curriculum (i.e. take place wholly or mainly out of school hours) full cost of recovery is the norm.

Parental Communications

- The need for close communication with parents is obvious, so that they are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems.
- The Academy Office must be advised of all trip itineraries and contact phone numbers so that contact with the party can be maintained at all times, via the EVO.
- If the visit finishes outside academy hours or away from the Academy premises parents must be notified of the arrangements for dismissal. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.

Accidents and First Aid

- Any injury incurred by a pupil or member of staff on a trip should be reported by completion of an Accident Report Form as for all accidents within the Academy.

- It is desirable to have a member of staff on each trip who is a qualified First Aider. See the section on 'First Aid' in the Health and Safety Procedures.

Transport

Minibus

Where minibuses or coaches are hired in, trip leaders should ensure that only reputable contractors are used and that the buses have seat belts on all passenger seats.

Private Vehicles

When staff are transporting students in their private vehicle they must ensure that they are insured to do so and that their vehicle is road worthy, with a current MOT and licence. See the Finance Manager for clarification. Transporting students usually requires business insurance.

Matches after the Academy Day and on Saturdays

- Early in the school year a letter and consent form (with medical and contact details) should be sent to parents/guardians of all team members. Although prior parental consent for fixtures is not required, it is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.
- Students may travel in cars driven by teachers, parents or students subject to the conditions of 'Private Vehicles' above and except where the school makes the travelling arrangements.

Guidelines for Pre-trip Meetings for Overnight Stays

Rationale: The Academy's policy is that all overnight trips must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the trip. The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the trip.

- Pre-trip meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

Guidelines

- Circulate letter with date of the meeting and time as soon as you know the names of participants. **At least six weeks' notice** of the meeting should be given, more if possible. The more advance notice is given the less will be the difficulty with parents who wish not to attend. Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting so consider this in your timing. Your letter should include the following wording:

*'Due to the Academy's Trip and Visits Policy, we have the need to hold an evening meeting for trip members accompanied by at least one parent. The attendance at the meeting of both the student and a parent is **compulsory** if <the student> is to be accepted as a participant on the trip. The meeting will be on <day and date> at <time> in the <venue>. Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip that you intend to attend the meeting.'*

- Book a large enough area well in advance and inform the Premises Manager/Custodian about the meeting. Check with the premises Manager **the day before** the meeting. Arrive early and lay out all the paperwork. This may include:
 - Medical information and consent form
 - Dietary information sheet
 - Academy Alcohol, Tobacco and Drugs on Trips policy
 - Appropriate code of conduct
 - Packing list
 - Information regarding pocket money, gifts etc
 - Emergency contact details
- Welcome parents as they arrive. Give them a pack of papers to be getting on with while others arrive (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance). Collect passports, photocopy of EHIC (European Health Insurance Card) photocopy of passport, 2 passport-sized photographs (for trips abroad).
- Check all have arrived by taking a register of students **and** parents.

Content

- Introduce other teachers
- You may wish to give information about itinerary and activities if this has not been done in advance.
- Deal with medical information: Parents should let the staff responsible for the trip know of all medication being taken and of potential problems – even if this information has been previously given to the school. In the case of exchanges, this information will need to be passed to host families. Ask for questions.
- Deal with the questions of supervision. Tell the parents how the students will be supervised at all times, including free time and meal times. Ask for any questions.
- Deal with alcohol, smoking and drugs policy. If senior students are to be allowed to drink, specify what you consider to be acceptable; what arrangements you have in place for those whose parents who do not want their children to drink – remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions.
- Deal with discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning from further trips). Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip. Ask for any questions (Appendix 4)
- For exchanges, deal with the question of parties – parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how not to be a

mutant teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind pupils about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life). Ask for any questions.

- Remind students that they must let all teachers know personally that they won't be in classes – if the trip takes place during term time.

Samuel Ward Academy Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

Academy Trip Organisers' Check List

Scope

This check list is intended to cover all trips organised through the Academy including those involving travel within the UK or overseas, residential or day visits, and those in term time or school holidays.

Rationale

1. Over recent years we have seen the public's attitude regarding how risks associated with out of school trips and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.
2. This check list is an aid to help staff ensure that trips are run according to current best practice guidelines. When completed, it provides visible evidence that the school (Academy) has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of care'.
3. We aim to ensure that we continuously refresh our processes based on practical experience fed back from trip organisers and leaders and any other sources of current best risk management practice.

With whom does the responsibility for a trip lay?

- There is a pyramid of responsibility with ultimate responsibility resting with the Governing Body. In practice this is delegated as explained below.
- The trip leader (and accompanying staff) has first line responsibility for the successful and safe running of the trip on a day to day basis including completion of any necessary documentation as set out in the school (Academy) policies.
- An Educational Visits Co-ordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the school's trip policies.
- The EVC together with a member of SLT has been asked to review the arrangements for each trip before it leaves the school focusing on safety, risk management and financial perspectives.
- The Principal is responsible on behalf of the Governing Body for ensuring that procedures are comprehensive and that guidelines are put into practice.

Who has to fill in this check list and who does it go to?

1. The check list is the responsibility of the trip leader. ALL trip leaders for ALL trips are requested to use the check list – even if they have run the trip previously and have a wealth of experience.
2. When the process is complete up to section F.a., the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.
3. When the trip is completed and has returned, a short trip report should be given to the EVC to go in the file.

Who has access to the check lists and other trip documentation?

1. It will be available for all future trip leaders so we can pool our knowledge, learn from each other's experiences and further protect both staff and students on school visits.
2. It could be used to assist in our defence in any litigation brought against teachers, the Principal and the Governing Body.
3. Risk assessments and trip details have to be made available to parents if they are requested.

Academy Trip Organisers' Check List: Residential Trips

Organising an academy trip, day visit or even an evening outing is a time consuming task. This check list is to help overcome some of the organisational pitfalls and omissions.

A. Before deciding to do a trip

- a. Read Academy Procedures on charging for trips and for trips and visits.
- b. Check proposed dates against Academy calendar and with the Cover Team.
- c. If minibus required, check availability and make provisional booking.
- d. Complete an accurate costing schedule. See the Finance Manager for assistance.

B. On deciding to do trip

- a. Appoint a trip leader
- b. See EVC (with proposed itinerary and financial details) to obtain initial approval to proceed. This will take place as the new calendar is planned
- c. See EVC to check regulations and requirements.
- d. Complete form Application for Academy Visits (Appendix 7) and submit to Governors. Do not book until approval is given.

C. On receiving approval

- a. Circulate initial letter to target year/subject groups(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
- b. Set deadline for applications to be returned.
- c. See Finance Manager and open trip cost centre account and check insurance.
- d. Use the school fieldtrips/visits checklist (Appendix 1)

D. After applications have been received

- a. Submit list of pupils to Inclusions Officers and Main School Office. If the organiser, EVC or Head of Learning has doubts about a student designated member of SLT to be consulted.
- b. If oversubscribed, consult designated member of SLT before forming reserve list.
- c. Inform pupils and parents of their status i.e. included on trip, reserved for trip, not included on trip.
- d. Circulate date of Parents and Students Pre-trip Meeting (if not included in the initial letter.

E. At least 3 months before trip

- a. Do risk assessments (generic ones are available) and submit to EVC. (Appendix 5 & 6)
- b. Submit staff permission of absence forms to be designated SLT member for approval.
- c. Submit provisional list of staff to SLT.

F. At least 1 month before trip

- a. Hold trip staff meeting to decide on trip rules (N.B. must comply with school policies) and arrange roles. i.e. First Aider (preferably currently qualified), duty rota (if required), etc.
- b. Arrange a risk review meeting with EVC.
- c. Hold parents and students meeting. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
- d. Issue and collect in parental permission, health and alcohol forms.
- e. Get list of students' addresses, home phone numbers and parental contact numbers **during the trip**. (Ensure parents who are teachers do not give the school number for daytime contact during the holiday period.)

G. At least 2 weeks before trip

- a. Give final list to Finance Department for insurance (if required)
- b. Give final names, addresses and contact numbers for students, and staff, to school office along with trip accommodation, transport and itinerary details. Copy complete folder to designated member of SLT.
- c. Arrange 'cascade' contact system – essential on overseas trips.
- d. Arrange to withdraw a school travel first aid kit and school mobile phone.
- e. Check transport and accommodation details (with tour operator if necessary)
- f. Issue memo to parents confirming arrangements.

H. The week before the trip leaves

- a. Collect first aid kit.
- b. Collect emergency contact cards from Finance Department.
- c. Give any revisions of party composition to office.
- d. Collect petty cash (if required).
- e. Collect school mobile phone.
- f. Check with office to find out which members of SLT are available during the trip.

I. After the trip

- a. Write short report on trip. Include details of problems, difficult students, efficiency of tour company, etc. for help to future trip leaders. Give to EVC.
- b. Finalise accounts (with receipts and invoices where possible). Give to finance Department.
- c. Discuss the disposal of any surplus monies with the Finance Department.
- d. Keep permission and health forms for up to one year in case of problems or claims
- e. Write any thank you letters required.

J. After the dust has settled

If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next trip!!

Academy Trip Organisers' Check List – Evening/Day Visits

Organising a school trip, day visit or even an evening outing is a time consuming task. This check list is to help overcome some of the organisational pitfalls and omissions.

A. Before deciding to do a trip

- a. Read Academy procedures on charging for trips and for trips and visits.
- b. Check proposed dates against Academy calendar.
- c. If minibus required, check availability and make provisional booking.

B. On deciding to do trip

- a. See EVC (with proposed itinerary and financial details) to obtain initial approval to proceed. Complete application for all Academy visits in the Educational Visit Leader Pack (Appendix 7)
- b. See EVC to check regulations and requirements with regard to travel and risk assessments.
- c. Indicate if insurance is required or submit details of independent insurance for approval if required.

C. On receiving approval – use quick check list (Appendix 1)

- a. Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc). Letter to be typed by WJ in front office.
- b. Set deadline for applications to be returned.
- c. See Finance Department and open trip cost centre account and check insurance.
- d. Appoint a trip leader.

D. After applications have been received

- a. Submit list of pupils to Inclusions Officers and School Attendance Office (MC). If the organiser, EVC or Head of Learning has doubts about a student, designated member of SLT to be consulted.
- b. If oversubscribed, consult designated member of SLT before forming reserve list.
- c. Inform pupils and parents of their status. i.e. included on trip, reserved for trip, not included on trip.

E. The week before the trip leaves

- a. Give final list to Finance Department for insurance (if required).
- b. Give final names, addresses and contact numbers for pupils, and staff, to school office along with trip accommodation, transport and itinerary details. Copy complete folder to designated member of SLT.
- c. Collect emergency contact cards from Finance Department.

F. After the trip

- a. Write short report on trip. Include details of problems, difficult students, efficiency of tour company, etc. for help to future trip leaders. Give to EVC.
- b. Finalise accounts (with receipts and invoices where possible). Give to Finance Department.
- c. Discuss the disposal of any surplus monies with the Finance Department.
- d. Keep permission and health forms for up to one year in case of problems or claims.
- e. Write any thank you letters required.

G. After the dust has settled

If considering another trip, consider how well you think your team has performed. If satisfied, return to top of page 1 and start organising your next trip!!

Name of trip:.....

Dates:.....Organiser:.....

- 1. Interview with EVC (MH)
- 2. Dates checked for cover (DT).
- 3. Assess costs (cover/coach/entry etc.) and set up a payment schedule. D Willson will assist.
The Academy will not cover any shortfall for the trip.
- 4. Coaches/minibuses booked with C Rush/M Pawley
- 5. Cover slips to DT / Add cover cost to price of trip.
- 6. Open payment account with D Willson (DW will help with costing the trip).
- 7. Letters of permission sent to parents. **These must be typed by W Jeffery** (include itinerary and requests for special dietary or medical details. Make clear the selection procedure for popular trips)
- 8. Parental consent form PC/03 sent out and returned to CR/MP in front office**
- 9. Check Academy insurance policy covers activities and student medical issues. (DW)
- 10. List of pupils involved on notice board and sent to all Inclusion Officers and M Coe.**
- 11. RISK ASSESSMENT FORM completed and given to MH. Copy kept with CR/MP in front office. This must relate to students on your trip – medical and behavioural issues and the venue. Not just a generic assessment
- 12. List of equipment needed.
- 13. For overnight trips provide students with list of required clothing etc.
- 14. Accident procedure list for the trip
- 15. First Aid kit organised (include sick bags, rubbish bags and water).
- 16. Inform kitchen staff of numbers out on trip and if free school meal students require a packed lunch
- 17. School mobile phone – essential. Apply for a mobile from MMC – give plenty of notice.
- 18. Take **copies** of the consent forms on the trip. **Leave originals in school.**
- 19. For overnight trips – emergency school contact number (usually EVO/DH/Principal)

SAMUEL WARD ACADEMY EDUCATIONAL VISITS PARENTAL CONSENT FORM

NAME OF CHILD:.....DATE OF BIRTH:.....

SCHOOL: Samuel Ward Academy

VISIT(S) TO:

DATE(S) OF VISIT(S):.....

- I am willing for my child to take part in the above visit(s). I have received and read all the information provided and give consent for him/her to take part in the activities described.
- I have read any information provided with regard to the standard of behaviour and/or code of conduct expected during the visit and I undertake to reinforce this information with my child.
- I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary.

My child's doctor's name and address is:

I undertake to pay the required sums by whatever date(s) are specified to me and accept that, in respect of any withdrawal from the visit for whatever reasons, there will be no refund of the whole or part of the payment(s) made unless the circumstances are covered by travel insurance or otherwise at the discretion of the school governors.

Signed:.....(Parent/Carer)

PLEASE COMPLETE THE SECTIONS BELOW

Please give your home address and contact phone numbers. If you will be away from home during the visit please give an alternative address where you, or a relative or friend acting for you, can be contacted.

Home Address

Alternative Contact if required

Name:

Name:

Address:

Address:

Post Code:

Post Code:

Mobile:

Mobile:

Home:

Home:

Work:

Work:

In your child's interest, it is important that the organising staff should know whether he or she suffers from any illness or medical condition. Please use this space to state, in confidence, any **health or other matter concerning your child of which accompanying staff should be aware**. Please indicate here also if your child is receiving medication, with details and dosage, and/or has any **specific dietary requirements**.

.....

Code of Conduct for Students on Academy Field Trips/Visits

The objective of Academy sponsored/organised journeys/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the wellbeing of others whilst on trips and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a trip. Please read the statements carefully and if in agreement with the content, sign and return to the trip leader.

Declaration by Student and Parent/Guardian/Carer

I undertake:

1. To observe all applicable Academy rules and the law of the country being visited.
2. To co-operate fully and promptly with all group leaders and staff and all times.
3. To behave in a manner which is sensible and considerate towards others.
4. To ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the Academy
5. Not to consume alcohol, smoke or take drugs, according to school policy.
6. To give permission for my possessions to be searched by staff if they have cause for concern.
7. To ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the SLT of the Academy and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct both on the trip and on return. I also understand and agree that I may be sent home or collected from the trip, at my parents' expense, if required by the trip leader. I further understand that should I break the law of the country that I am visiting, the local police may become involved.

Name of Student (*please print*)..... Tutor Group:.....

Signed..... (student)

Witnessed.....(parent/guardian)

Date.....

POLICY
Alcohol, Tobacco and Other Drugs on Academy Trips

Alcohol

1. All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.
2. On exchanges, or on other trips where students are staying in a family and are not always under the supervision of Academy staff, students must follow guidance given by their parents and, if this is more restrictive, by their host 'parents'.

Tobacco

Acknowledging the absence of legal constraints on smoking by 16 year olds and over, the Academy nonetheless will not condone smoking by any pupil on a school trip. Smoking is banned for those under 16 and very strongly discouraged for older pupils. Should smoking be allowed, students must only do so at times and in areas agreed in advance with trip staff.

Other Drugs

The possession or use of any drug, other than over the counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the trip), is totally banned and the most severe attitude will be taken to any departure from this rule.

Sanctions

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The pupil being sent home immediately at their parent's expense
- The pupil being banned from all future Academy trips
- Exclusion from the Academy

**SAMUEL WARD ACADEMY
SCHOOL VISIT**

TYPE 1

To be completed and given to EVC at least 2 weeks prior to the commencement of the visit

THE VISIT

VISIT LEADER	
DESCRIPTION OF VISIT	
DESTINATION	
DATES OF VISIT	
DURATION OF VISIT(circle)	
MOBILE PHONE CONTACT NUMBER	

THE PARTY

SUPERVISING STAFF	OTHER ADULTS
1	1
2	2
3	3
4	TOTAL

SCHOOL YEAR	BOYS	GIRLS	TOTAL
			TOTAL

CHECK LIST

- Senior Staff Authorisation
- Parental Consent Forms
- Insurance Taken Out
- Risk Assessment Completed
- Cover Slips Completed
- Kitchen Informed
- Does the visit include adventurous activities supervised by a county employee or volunteer (teacher or youth worker)
- Does the visit include adventurous activities supervised by an external provider (eg commercial centre/hired instructor)
- Does the visit require any site owners or activity providers to be indemnified against claims arising from the visit?

Notification of Educational Visits

TYPE 2 VISITS: 1) Overnight Stays 2) Visits abroad

Appendix 6

Section 1: The Visit

Name of School	
Name of Visit Leader	
Date(s) of visit(s)	
Destination(s)	
Purpose of Visit(s)	

Section 2: The Party

Pupil Numbers (include any non-pupils under 18)

School Year	Boys	Girls	Total
Totals			

Staff numbers (include visit leader)

	Male	Female
Qualified Teachers		
Higher Level Teaching Assistants or cover Supervisors		
Teaching Assistants or Other Adult Helpers		

Section 3: Emergency Contact Information

Addresses at which the Party can be contacted during the Visit

Dates:	Address:	Telephone:

Emergency Home Contact(s)

Name:	Tel: (work)	Tel: (home)	Tel: (mobile)

Section 4: For the Attention of the EVO

Complete this section for visits involving adventurous activities.

Person/organisation Supervising Adventurous Activity(s) For Category B, give name of Organisational employee/volunteer For Category C, give name and address of external provider	Nature and Location of Activity(s) e.g. 'single pitch rock climbing, Stanage Edge' or 'multi-activity course, Woodhill Centre'

Section 5: For the Attention of the Insurance Team Leader

Please see D Willson to check that school insurance covers that activity(s)

Section 6: To be completed by the Head of School or the EVO

I confirm that the visit complies with the Samuel Ward Academy Educational Trips and Visits policy.

The visit has the approval of the school governors

The insurance form has been completed securing cover under the Academy travel insurance policy

A risk assessment has been or will be undertaken and recorded

Parental consent has been or will be obtained for all pupils

I confirm I have copied this form to the EVO and Head of School

Signed:.....(Head of School/EVO) Date:.....

AUTHORISATION OF EDUCATIONAL VISITS:

Summary to be read in conjunction with a Type 2 Visit sheet

This summary is intended as an aide-memoir for experienced visit organisers. All visit organisers should be familiar with the relevant sections of the Samuel Ward Academy Educational Trips and Visits Policy.

Notification must be made at least four weeks in term time before authorisation is required. **No Type 2 visit may proceed nor should any bookings be confirmed or deposits paid until the Governors have authorised the visit.**

TYPE 2 VISITS:

Type 2 visits are those which fall into **one or more** of the categories A-F below.

- A. Visits including an overnight stay, including overnight stays on the school site
- B. Visits including adventurous activities supervised by a company employee or volunteer (eg a teacher or youth worker)
- C. Visits including adventurous activities supervised by an external provider (eg a commercial centre or hired instructor)
- D. Visits abroad
- E. Visits in any of the categories A-D for which the organiser wishes to arrange insurance other than through the Academy travel insurance policy
- F. Visits where any site owners or activity providers require to be indemnified against claims arising from the visit.

All Type 2 visits are subject to Samuel Ward Academy Governing staff approval and regulations. The Academy may establish additional internal procedures for the management of Type 2 visits consistent with these regulations.

All type 2 visits require authorisation by the Governors following notification