

## Education

### Educational Visits Policy

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#### Revision Log (last 5 changes)

Date	Version No	Brief detail of change

## **Introduction**

Trips, visits and learning off-site comprise an essential part of the curriculum at Snowfields Academy. Successful trips provide memorable learning experiences and enhance the student's education in ways that are not possible in the classroom. The academy is committed to providing external visits as a positive tool to develop students' independent, investigative learning, to build their experience of the local and wider world and to ensure learning can be made functional.

Within the academy, responsibility for educational visits rests with the Governing Body, Principal and the Educational Visits Coordinator (EVC), however all academy employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer academy staff advice and support in the planning and organising of all off- site activities to ensure the health and safety of students and staff.

## **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the students to leave the academy premises having been authorised to do so by the Principal. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School where appropriate
- Sporting activities including swimming sessions
- Adventurous activities
- Residential trips in the UK and abroad

## **Aims and expectations**

We aim for all classes in the academy to have at least one educational visit each term. These trips are planned to support and broaden the student's understanding of their learning and give opportunities to embed their learning functionally. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the academic year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, arts and careers. All activities are available to all students irrespective of needs, ethnicity, gender or religion.

## **Planning and Preparation for a trip**

### The Educational Visits Coordinator

The academy has appointed an Educational Visits Co-Ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

### Procedure

The best practice to be adhered to in the arranging of external trips is as follows:

- In consultation with class teachers and/or middle leaders as applicable, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per student, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the academy calendar
- In cases where lunches are affected, catering staff must be informed by class teacher
- The EVC must be informed via KCCs EGO
- Class teachers will inform parents/carers in advance of dates for trips, giving at least two weeks' notice (unless there are exceptional circumstances).
- If appropriate, payments will be made directly to the academy office via the academy payment system

### Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the academy's EVC, using the academy's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited and/or risk assessments completed by colleagues who carried out the same trip

The risk assessment must include details of all medical needs, emergency medication to be taken off site and staff ratios. A copy should be taken on the trip, and another copy left with the EVC.

### Parental consent

In accordance with the Home School Agreement, most parents/carers give blanket permission for their son or daughter to attend local educational trips. As a result, permission is not required for local educational visits. However, parents will always be informed about the trip or activity by email or letter, and permission sought for educational visits which are beyond the locality. All the necessary details will be included in the letter, as well as information about any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips beyond Maidstone and the local area
- Trips that take place outside of academy hours

### Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below is the minimum adult to student ratio. In certain circumstances, or for some individuals, higher staffing ratios will be essential for the trip to go ahead. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Principal or other Senior Leader

- Staffing ratio of at least 1 staff member: 4 students

Where students have significant medical or behaviour needs, higher staff ratios, as identified in the young person's Education, Health and Care Plan, Individual Health Care Plan, Behaviour Plan or an individual or class-based risk assessment, must be put into place. These should be at least at the level of staff support the student requires during the academy day but may be higher to reflect needs in the community or at other off site events.

### Residential trips

In the case of residential trips, a parent/carers meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all students participating in residential activities, along with relevant medical information, on the parental consent form. The academy will ensure that adults of each gender accompany the children on residential visits.

### Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents/carers. Excessively expensive trips will be avoided wherever possible. All payments by parents/carers for trips is made in the form of a voluntary contribution. However, in the event that the academy is unable to cover the costs of a planned visit, the trip might have to be cancelled.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the academy may be able to subsidise the cost of trips. In these cases, parents/carers need to complete a request form which is kept in the academy office.

## **Behaviour on Educational Visits**

It is expected that students will behave well on trips and in line with expectations during the academy day. Where a student has a Behaviour Policy it is expected they will be supported to demonstrate appropriate behaviour throughout the trip. If the behaviour of a student puts others at risk, or is deemed inappropriate, it may be necessary for the student to return to the academy with appropriate support. The class teacher must ensure in this event that the Principal or a Senior Leader are informed prior to and following the return to the academy.

## **Trip Safety**

The academy takes the safety of its students on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The academy's Safeguarding Policy will be implemented during all off site activities. The academy will adhere to the following to ensure the safety of students on educational visits:

- An adult of each gender to accompany mixed groups of students if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- Supervising adults must know of any special medical details relevant to any student
- First aid kits and any individual medicines, e.g. asthma pumps, must be taken on the trip along with any Individual Health Care Plans
- The named adult will always stay with the named students they are responsible for in accordance with the Visit Risk Assessment
- Regular headcounts to be taken
- Adults must never travel alone with a child in their own vehicle

### **Emergency procedures**

In the event of a student or students needing urgent medical attention, one staff member will accompany that student (or students) for treatment, while other staff members remain with the rest of the group. The academy will be notified at all times, and they in turn will notify parent/carers.

In the unlikely event that a student becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the student
- If a student has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g. police, shop staff etc. but under no circumstances go with them

The trip leader will immediately inform the Principal or other Senior Leader by telephone. They, and one other member of staff where this is possible will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other students.

The trip leader will contact the police after 30 minutes of the student going missing. Once the police arrive, all relevant information about the student will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the student when found and maintain regular contact with the academy. The remaining staff will return to the academy with the rest of the children.

The academy will notify the parent/carers if the student is missing for any longer than 30 minutes.

When the situation has been resolved, the Principal and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### **Other Relevant Policies and Documents**

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

### **Contacts:**

Dee Pickerill: Principal  
James Doddington: Assistant Principal and  
Educational Visits Co-Ordinator

### **Policy Monitoring and Review**

A copy of this policy is available to all staff and parent/carers and is published on the academy website. This policy is reviewed every two years