

# The Four Stones Multi Academy Trust

## Trips and Visits Policy (website version)

### Version Control

**Policy author:** Chief Operating Officer  
**Policy approved by:** Trust Board  
**Next policy review date:** Summer 2021

| Version | Date                      | Details  |
|---------|---------------------------|--|
| 1.0     | 24 <sup>th</sup> May 2021 | Re-written so that there is one policy for The Four Stones Multi Academy Trust |

### Introduction

The Four Stones Multi Academy Trust (MAT) are pleased to offer our students numerous school trips to enhance the student experience. Each trip takes a significant amount of planning and preparation to ensure that the trip is risk assessed and suitable precautions have been taken to reduce any risk to students and staff. All trips carry a level of risk and it is the schools duty to reduce them to an 'acceptable' level.

The Four Stones Multi Academy Trust (MAT) has formally adopted **Outdoor Education Advisors' Panel (OEAP) Employer Guidance** as guidance for the management of visits and learning outside the classroom. This guidance can be found on the following web site: <http://oeapng.info/>. The school also hold a service level agreement with B&S educational services who offer the school support and guidance when planning and leading trips and visits.

The relevant school will ensure that its employees are provided with:

- appropriate guidance relating to visits and LOtC activity (OEAP Employer Guidance website);
- employer-led training courses to support the guidance to ensure that it is understood i.e. Educational Visit Coordinator (EVC) training and Visit Leader Training;
- suitable systems and processes to ensure that those trained are kept updated; and
- access to advice, support and further training from appointed advisers with proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The MAT's Trust Estates and Facilities Manager is the lead EVC for the MAT and is responsible for:

- taking a strategic overview of the MAT's educational visits;
- offering advice and assistance to all new and existing EVCs;
- leading on risk assessment review, writing and implementation; and
- having the final decision on the authorisation for all school trips.

### Risk Management

As an employer, the MAT has a legal duty to ensure that risks are managed - requiring them to be reduced to an acceptable level - and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, workshop or manufacturing process.

The risk management of an activity should be informed by the benefits to be gained from participating. The starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is acceptable.

For trips and visits that may involve adventurous activity; an overnight stay; visits to large cities and trips overseas, visit leaders should refer to national guidance, including managing terrorist risk. Further advice and guidance can be found in the relevant school to ensure that necessary precautions are made and that they are 'kept in perspective and managed in a thoughtful and proportionate way'.

The MAT has generic risk-benefit assessments to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of off-site learning opportunities.

### Inclusion

The MAT makes sure that every effort is made to ensure that outdoor learning activities and visits 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 will 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.

### Notification of trips/visits

At King Charles I School and Haybridge High School for all major trips and visits letters including reply slips will be sent out using ParentMail and a copy placed on the school website. There are occasions where a trip only involves a small number of students when a hardcopy of the letter will be given to students with a reply slip. Several of the trips have

limited numbers and, in this instance, staff may use an initial interest letter (especially if it is a very popular trip/visit). The return of a reply slip does not guarantee a place on the trip but will ensure your son/daughters name is placed in a hat to be drawn if the visit/trip is oversubscribed following the deadline for return. If successful a payment option will be placed on ParentPay. Students who have not been successful will be placed on a reserves list.

At The De Montfort School for all major trips and visits letters including reply slips will be sent out using Group Call and a copy is placed on the school website. If the letter requires part of it to be returned to the school, a paper copy will be given to the students with a deadline for return on it. The trip cost will be put against the relevant student's name on ParentPay.

### **Behaviour of students selected for trips**

The school always monitors the students' behaviour and will review the suitability of students who would like to go on trips on a case by case basis. The school reserves the right to exclude, without refund, any student from a trip whose behaviour inside or outside of school preceding the trip might cause the headteacher serious concerns for the safety of the other students.

For any trip or visit, The MAT's 'Behaviour Policy' and the relevant school's 'Behaviour for Learning Protocols' are applied as all schools within the MAT have the same expectation of behaviour in and out of school. Under the Education and Inspections Act (2006) the headteacher and authorised staff have a statutory power to search a student or students or their possessions, without consent, where The MAT has reasonable grounds for suspecting that the student may have a prohibited item. Please refer to the 'Searching, Screening and Confiscation' section of the MAT's 'Behaviour Policy'.

When on a trip students behaviour is expected to meet the same expectations placed upon them in the school environment and if the standards are not met sanctions will be put in place on the trip. If it is deemed necessary sanctions will also be put in place on return to school. Examples of necessary actions on a trip might include: moving students groups; placing them to be supervised by a number of staff; moving them seats on a coach; removing a ski pass for an identified period. It is rare that such sanctions have to be put in place. However, students and their parents/carers must understand that running a trip is a huge responsibility and students not behaving appropriately place everyone at risk which is completely unacceptable. Examples include making unnecessary noise on a coach; not listening to instructions from adults; failing to check in at the designated time or meeting place; being late to depart; rudeness.

In extreme examples where a student is placing the trip at significant risk or an incident is deemed serious enough the student may have to be excluded from the trip. In this instance a parent/carer might have to make arrangements to arrange transport to return the student home.

### **Requirement to Ensure Effective Supervision**

The relevant EVC ensures that the level of supervision and group management is effective. Effective supervision is determined by proper consideration of:

- age (including the developmental age) of the group;
- gender issues;
- ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions; and
- staff competence.

### **Down time**

Down time, or recreation time, is that period before, between and after more structured activities, as in the half an hour leading up to the evening meal on a residential visit. Visit Leaders should ensure that students continue to be appropriately supervised during downtime. It is good practice to:

- avoid using the term 'free time';
- ensure that all staff and students understand the standards of behaviour that apply at all times, not just during activities;
- ensure that a staff duty system operates so that groups continue to be appropriately supervised at all times; and
- have strict guidelines for behaviour in bedrooms and dormitories.

Unstructured down time may be put to better use. Strategies include:

- briefing the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc;
- building in reviewing periods after activities, for both individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day; and
- occupying the group with recreational activities in the evening, e.g. preparing inter-group presentations, environmental activities, quizzes, team challenges.

## Transport

Careful thought is given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements are followed. The level of supervision necessary is considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus. Transporting young people in private cars is considered carefully on a case by case basis.

## Emergency procedures

The school have emergency procedures in place for all trips/visits, which will be actioned as appropriate, depending on the level of 'emergency'. Where the emergency services are involved the school will be directed by the appropriate emergency service. Emergency numbers are provided for parents/carers for residential trips, however these numbers should only be used in the case of 'emergencies' as it is important that lines of communication between the visit leader and the 'non-travelling' visit team remain open. It is the responsibility of the visit leader and their team to deal with any non-emergencies that are not a risk to the health and safety of a student and can be dealt with whilst on the trip. If the visit leader deems it necessary to make contact with parents/carers then they will make this decision.

Students on the trip will be provided with emergency numbers for relevant staff and students with mobile phones will save them into their contacts for the duration of the trip and then delete them on return. Students are also advised to save the international emergency code when travelling outside of the UK.

## Threat from terrorism

Unfortunately, the reality is that when planning and taking part in trips/visits consideration and actions must be put in place for terrorist attacks. In the instance of 'significant' concerns over terrorist activity prior to a trip departing, schools must keep parents/carers informed of any updates or decisions and take advice and guidance from central government, emergency services and B&S education services. Visit Leaders will use the following guidance to help and support:

- Be aware of the latest news relating to your destination;
- Know the current threat level in the UK (available at [www.gov.uk/terrorism-national-emergency](http://www.gov.uk/terrorism-national-emergency)). The government identifies five levels of threat ranging from "low" to "critical". Since 2006, it has never been below the middle level- "substantial";
- When travelling overseas, check the UK government's foreign travel advice in the early stages of visit planning, at regular intervals and immediately prior to leaving - available at [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice); and
- Consider the threat of terrorism as part of visit risk management.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Be aware of the possibility of suspicious items.
- When staying at any place for more than 30 minutes, identify emergency meeting points.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response.

## Payment for trips

To give parents/carers time to plan for expensive visits, the aim is to give 2 terms' notice for any visit with an overall cost in excess of £100. The payments will be broken down into instalments for higher cost trips and all payment deadlines must be met or the school reserves the right to remove the student from the trip without refund. All deposits for trips are non-refundable unless a student is unsuccessful in gaining a place on a trip/visit and in this scenario the deposit would be refunded. If a student was to decide to pull out of the trip at any time, the cancellation cost will be charged to the family. In most cases, the payments made to school should cover such charges, but if it was to be a late cancellation and was not supported by medical evidence, it will be the responsibility of the parents/carers to meet the fee payments.

Payment for school trips should be made through your ParentPay account. To make payments via ParentPay please use the relevant link on the schools website (please navigate to 'Parents' and then 'Payments') or by logging onto [www.parentpay.com/Parents/Login](http://www.parentpay.com/Parents/Login). Please contact the relevant finance department (by phone or email) if you need any help and support using ParentPay.

Several trips have the cost reviewed and the trip letter will include information about any financial help and support that is available for the designated trip.

## Passports/GHIC cards

In order to travel abroad, students must have their own passport. The UK left the EU on 31<sup>st</sup> January 2020. From 1<sup>st</sup> January 2021, you can continue to travel to Europe with your UK passport until it expires and new passports are introduced. It is therefore recommended that there is at least 6 months remaining on an adult or child passport from the return date of travel. If you renewed your current passport before the previous one expired, extra months may have been added to its expiry date. Any extra months on your passport over 10 years may not count towards the 6 months needed. From 04<sup>th</sup> January 2021, GHIC cards were introduced into the UK as they were no longer part of the EU. This

replaces the original EHIC card but serves the same purpose as it allows access to state-funded health services that are provided by European Union countries to their own national residents.

### **Personal Insurance**

Employer's liability insurance is a statutory requirement and The MAT hold a policy through ACE European Group Ltd. The insurance policy provides travel insurance cover for all persons whilst on organised trips. However, you may well feel that your son/daughter requires further independent travel insurance and you are welcome to purchase this. The following cover within our insurance policy applies to:

- Medical expenses outside UK           unlimited
- Personal belongings                   £2500
- Money                                       £1500

### **Conflict with Examinations**

To minimise the impact of visits on the learning of students, The Four Stones MAT will not take Years 11 and 13 students out of school in the fortnight preceding their mock examinations and after the spring half term holiday.

### **Data Protection**

For trips and visits student information and contact details need to be collected and temporarily duplicated. Passports and GHIC documents and copies should be held securely and locked away prior to the trip and locked in a safe, when on a school visit, where possible. Copies must, be shredded on return.

A full copy of student details including emergency contact, allergies and medical details will be held by the Visit Leader and their Assistant. The student details should also be shared with all other designated leaders. All student details must, be shredded on return.

### **Safeguarding**

Safeguarding concerns are to be dealt with in line with the Safeguarding Policy. This policy has been developed in accordance with the principles established by the Children Act 1989, the Children Act 2004, the Education Act 2002 and the following government publications: the Teachers' Standards 2012, Working Together to Safeguard Children and Keeping Children Safe in Education.

Concerns must be reported to a designated safeguarding officer (Emergency contact 1, 2 or 3) who will take appropriate action.