



Trips & Visit Policy

2021

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Policy for the Management of Outdoor Education, Trips, Visits and off-site Activities

Introduction:

This policy covers all trips, visits and off-site activities organised through Churchill Academy & Sixth Form for which the Academy Trust Board (ATB) and Headteacher are responsible.

Aims and purposes for trips, visits and off-site activities:

The ATB seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the ATB recognise the significant educational value of trips, visits and activities which take place away from the immediate Academy environment.

Each year the Academy will arrange a number of activities that take place off the Academy site and out of school hours, which support the aims of the Academy. The range of activities which the ATB has given its approval includes:

- Out of hours clubs (music, drama, art science, sport, homework etc.)
- Academy sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous activities

The management of trips, visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the ATB, Headteacher, the trip leader, members of staff and volunteers, students, parents and carers. The Academy also has responsibilities to other members of the public and to third parties. This policy on trips, visits and off-site activities therefore complements the wider Academy's Health and Safety policy.

It is a priority of the Academy that all trips, visits and off-site activities are safe, well managed and educationally beneficial.

Approval Procedure:

The ATB and Headteacher delegate the consideration and approval of off-site and activities to the Deputy Headteacher (Health & Safety). The Headteacher has nominated Deputy Headteacher and his administrator as the Educational Visits Co-ordinators.

Before a visit is advertised to parents the Deputy Headteacher and EVC will approve the initial plan. The Deputy Headteacher will also approve the completed plan and risk assessments for the visit before departure. The Headteacher and Chair of Trustees will countersign the trip pack.

The Academy has agreed a policy for categorising its visits:

- Category C = overseas, residential or adventurous visits must be approved via Evolve (Delegated Services).
- Category B = day visits not in your establishments of category C; day visits approved at Academy level.
- Category A = local and regular day visits that have generic risk assessments and standard operating procedures.

Guidelines:

1. Responsibilities of the Headteacher

- Ensure all trips, visits and off-site activities have specific and appropriate educational objectives.
- Approve all trips, visits and off-site activities, based on compliance with the Health and Safety policy, relevant Delegated Services guidance and recognised good practice.
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activities and manage the specific group.
- Check that the staffing ratio is suitable for each trip/visit;
- Ensure trip leaders have access to a planning checklist and adapted as necessary to meet the particular needs of the Academy;
- Check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

2. Responsibilities of the Educational Visits Co-ordinators

In order to carry out the above responsibilities effectively the Headteacher will delegate specified tasks to suitably experienced and competent Educational Visits Co-ordinators (EVCs). The EVCs will be responsible for carrying out agreed tasks and attending relevant training as required provided by Delegated Services.

3. Responsibilities of the trip/visit or off-site activity leader

The trip/visit leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity;
- Obtain the EVCs approval before any off-site visit or activity takes place;
- Follow policy and procedures of the Academy and Delegated Services;
- Assess the risks involved and amend as appropriate any previously recorded risk assessment;
- Use the Academy planning checklist to ensure all procedures have been followed;
- Reassess risks while the visit or activity takes place;
- Ensure there are emergency arrangements in place should a significant change to the programme becomes necessary due to adverse weather etc.

4. Responsibilities of students

Any student taking part in a trip or a visit organised by Churchill Academy & Sixth Form must be on roll at Churchill Academy & Sixth Form at the time of the trip or visit taking place.

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the trip leader or other members of staff, for their own health and safety and that of the group. Students should:

- Avoid unnecessary risk;
- Follow instructions of the trip leader and other members of staff;
- Behave sensibly, keeping to any agreed Code of Conduct;
- Inform a member of staff of any significant hazards.

5. Responsibilities of parents/carers

- Support the application of any agreed Code of Conduct;
- Inform the trip leader about any medical, psychological or physical condition relevant to the trip/visit;
- Provide emergency contact name(s) and number(s);
- Ensure that a family member is available in the unlikely event that the trip/visit has to be cancelled or return before the stated return date;
- Written consent from parents/carers will not be required for students to take part in the majority of off-site activities organised by the Academy as most of these activities take place during school hours and are a normal part of a student's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required;
- Written consent will be requested for activities that need a higher level of risk management or those that take place outside of school hours. The Academy has a standard form, which will be used for this purpose;
- As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For some residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

6. Action in the case of emergency

The Headteacher will ensure that emergency arrangements are in place, known to staff and in-line with Academy policy, to cover the range of activities undertaken from the Academy and the times at which they take place. This will include a minimum of two emergency contact numbers (out of hours) for designated senior leadership team, staff members or the ATB. First aid provision and training of staff will be in accordance with good practice.

7. Accidents and Incidents

Any accidents and incidents that occur during off-site trips/visits and activities will be reported and recorded in accordance with the Academy's Health and Safety Policy. Delegated Services will be informed of notifiable accidents and incidents which occur. Accidents and incidents will subsequently be reviewed within the Academy to identify any learning points.

8. Access for students with Disabilities and/or Challenging Behaviour

Young people with disabilities can gain a great deal from educational trips/visits and off-site activities from opportunities to take part in challenging activities, broaden their horizons, develop friendships and be closely involved in the Academy community. Young people who exhibit challenging behaviour can also learn important lessons from the experience of working or staying with their peers away from home. They may also experience a boost to self-esteem from participating in certain activities that helps them address their behavioural issues. Although different considerations apply to these two groups of young people, there are a number of important considerations in common particularly with respect to anti-discriminatory legislation. Although persistent behavioural problems may result from social or environmental circumstances, some may occur as a result of an underlying physical or mental impairment amounting to a disability. Many cases where there is no pre-existing diagnosis, if tested in a court of law, could be deemed to result from an underlying disability. It is therefore an advisable precaution to generally treat students with behavioural issues as if they were covered by the legislation.

Under the Disability Discrimination Act 1985 and Special Needs and Disability Act 2001 people with disabilities have the same entitlement to access to education as non-disabled people. It is therefore illegal to discriminate 'without justification' against disabled students. The Academy and its employees have two key duties:

- Not to treat disabled students less favourably for reasons relating to their disability;
- To make reasonable adjustments to avoid putting disabled students at a substantial disadvantage.

These duties are 'anticipatory' and therefore educational trips/visits and off-site activities should be organised in the expectation that disabled students might wish to participate.

Discrimination on the basis of ability is permitted by the legislation in certain circumstances e.g. a sporting visit for those who have reached the standard required for selection. The legislation does not require activities to be adjusted for all students so that a disabled student may participate. It is permitted to offer a choice of activities at the same time, some of which may not be accessible to a disabled student, provided that the different activities offered are of comparable educational value and at least one of the options is accessible to all students.

However, in some circumstances, particularly in relation to students exhibiting challenging behaviour, their exclusion may be justified:

- Where behaviour is not related to disability, it is lawful, as part of the Academy's approach to behaviour management, to deny access to a trip/visit or off-site activity, provided it is not an essential component of the curriculum;
- Where a comprehensive risk assessment and substantial evidence indicates it would be unsafe for a disruptive student to participate, they may be excluded for this reason, provided their behaviour is not related to disability.

Such exclusions may only be exercised by the Headteacher or Deputy Headteacher and parents/carers should be informed.

9. Monitoring and Review Policy and Practice

The Trustees will review this policy:

- On a three-yearly basis;
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities;
- Should significant issues be brought to the attention of the Trustees through the Headteacher's report.