

# Hampton Vale Primary Academy

## **Trips and Visits Policy**

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# Hampton Vale Primary Academy

## Educational Visits Policy

### **Introduction**

All Schools are required to offer children a broad and balanced curriculum that prepares them for the opportunities and experiences of adult life. At Hampton Vale Primary Academy, we strive for an educational offer that prepares children for future success and promotes a deeper understanding of the world through developing their social, moral, spiritual, cultural, mental and physical development.

We seek to ensure that our curriculum is delivered to all children in an inclusive manner. All children are entitled to the same level of opportunity for development and involvement in school life. By offering a trips and visits programme beyond the school grounds we offer an opportunity to enrich the curriculum and life experiences of our pupils.

### **Definition**

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

- Visits to places of interest in the local area.
- Day visits to museums, galleries and places of educational interest.
- Sporting activities including swimming sessions.
- Outward bound and adventurous activities.

### **Curriculum Links**

Hampton Vale's offer is designed to complement and enhance what is learnt in the classroom. All learning outside of the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support work within the classroom. Some visits are related directly to areas of learning for an individual class, whilst others relate to all of our children.

### **Inclusion**

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment, the school will identify children with disabilities, special educational needs and medical needs and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

### **Risk Assessment**

Any activity that is not taking place within the school grounds must have a risk assessment. Parental permission to leave the school site does not negate the need for a risk assessment to be in place.

The Academy follows the guidelines on Risk Management set out by Cambridgeshire and Peterborough City Council, following guidance from the Outdoor Education Advisers' Panel (OEAP). The Academy also appoints an Educational Visits' Coordinator (EVC) to oversee all educational risk assessments.

### **Local & regular- Zone 1 risk assessment**

The academy has a risk assessment for all local trips and visits that are deemed often and regular. Local, in this case, is deemed within and around the city of Peterborough. As long as the trip & visit is within school hours and does not require monetary contributions, the Trip Leader only needs to complete a Zone 1 form and check the current risk assessment. Should updates to the risk assessment be necessary, this will be

communicated to the relevant person prior to the trip commencing. Consent is not required as stated by Education Act 2002:

Consent is not required for children to participate in off-site activities (such as local studies and visits to a museum or library) that take place during the establishment's normal hours, and which are a part of its secular curriculum (Education Act 2002 section 29).

In accordance with the Parental Permission form, most parents give blanket permission for their child to attend visits within the local area accessed by walking. This comes under the Local walk permissions agreement. The academy will do its best to inform parents/carers of future local trips and visits; however, will not allow this process of communication to restrict attendance of trips & visits as and when the opportunity arises. Should the academy require monetary contributions, then the trip & visit will be communicated to parents/carers.

### **Local (not regular), Day trips and Residential visits - risk assessments**

Trips that are either not regularly scheduled/attended, out of school hours or are out of the local area will require a specific and separate risk assessment. For these trips, there is a Trip, Visits and Workshops checklist that guides the organisation process. Within this, the Trip Leader is advised to carry out preliminary administration before the trip can be approved. Once uploaded onto Evolve and approved by the EVC and Headteacher, the trip can be booked. For preparation timescales, the following is advised:

- Trips that are not staying overnight, the preliminary administration must be completed the term before the proposed trip date.
- Trips that are overnight, the preliminary administration must be completed two terms before the proposed trip date.

Consent will be specifically requested from parents for these trips.

A Trip Leader must be competent for the nature of the trip and be able to assess and ensure all risks are reasonably practicable. The leader should (where necessary) obtain the risk assessment provided by the venue or provider of the trip; a Learning Outside the Classroom Quality badge is deemed sufficient. Should there not be a sufficient risk assessment, the Trip Leader must carry out their own risk assessment to assess whether the trip is suitably safe. They should also obtain necessary documentation to ensure the provider and/or venue has adequate business insurance and procedures in place (i.e. evacuation, invacuation etc.) for the safety of all. It is the responsibility of the Trip Leader to complete the Hampton Vale Academy Risk Assessment document and upload it to Evolve. Once completed, the designated EVC will assess for approval. It is important that whilst completing the risk assessment that the Trip Leader is realistic about the potential dangers that are detailed in the document and should focus on any risks that may be posed as highly significant. This includes any staff and children who may be high risk (e.g. staff who are expectant mothers; children who require additional support).

### **Pre-visits**

In order to undertake a full and comprehensive assessment of risks, a pre-visit is required but not always compulsory. It is usually the responsibility of the Trip Leader to carry out a pre-visit.

A pre-visit should take place if:

- None of the staff going on the trip have been to that venue before;
- If it's the first time the school has visited a venue;
- If the venue has not got its own risk assessment;
- Depending on the nature of the venue and the risk level of the activities taking place;
- There is reason to re-assess.

### **Charging / funding for visits**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. The Academy follows the guidance within the [Charging for School Activities](#) document from the OEAP in conjunction with the school's Charging and Remissions policy.

Parents will be asked for a contribution to be made towards any trips that take place during the school day that are linked to the curriculum. Senior Leaders will need to plan for trips with their teams and ensure that charged trips are only held if needed.

The school identifies an 80% cap to ensure the trip is financially viable. If donations do not reach 80% of the total cost of the trip, the school maintains the right to cancel and reimburse any monies paid.

### **Residential Activities**

At Hampton Vale Academy, children have the opportunity during Key Stage Two, traditionally in Year 6 but not exclusively, to take part in residential activities. Although these activities take place during term-time, they are an enhancement of our curriculum, and therefore these visits are a charged activity.

### **Transport**

Transport should be booked by the Admin Assistant in the School Office who coordinates the trips. Transport providers are selected on a basis of cost and quality of service provided. Most school trips, due to the number of pupils attending, are catered for using coach companies.

Whilst travelling on coaches, seat belts must be provided and it is school policy that each child will wear a seatbelt whilst travelling on a coach. It is the responsibility of the lead member of staff on each coach to ensure that seat belts are being used. The lead member of staff is also responsible for conduct and behaviour of the children whilst travelling.

The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Coach pick up and drop off takes places to the side of the school on 4 Chimneys Crescent. Coaches are instructed to pull into the identified layby area and wait until they are loaded/unloaded. This process is in place to cause as little traffic disruption as possible to local residents. Specific times are given for loading - children will only be walked to the designated area when coaches are present.

Taxis and minibuses may also be used for small groups or to accompany large groups. This is to keep costs down and to be more efficient. Should a minibus be hired without a driver, only an approved driver within the Four Cs MAT will drive.

### **Lunches**

When required, children are encouraged to bring along a healthy packed lunch for a trip along with a bottle of water. Children who are entitled to a free school meal are entitled to a free packed lunch: this needs to be ordered via the Admin Assistant responsible for School Trips so that the kitchen staff can prepare this. Children who are not entitled to a free school meal can also purchase a school meal from the school office.

### **Supervision and Staff Ratio**

Supervision for a trip depends on where the trip is, the transport to the destination, the activities taking place, whether the venue has staff to supervise and many other factors. This ratio is considered very carefully before filling out the risk assessment. Staffing for children who need extra support will also depend on the above factors as well as the level of the child's need.

## **First Aid**

The Trip Leader will need to ensure that there is an appropriately trained first aider within the staff group attending the trip. The Trip Leader must ensure that all adults accompanying the trip are aware of who the designated first aider is. The Trip Leader must ensure that appropriate first aid kits for the trip are prepared and distributed: the office has an ARK (Accident Response Kit). It is the responsibility of the Trip Leader to organise collection and return of the prepared first aid kits prior to and following a trip.

The trip leader is also responsible for knowing all medical conditions of the children and that the correct medication/treatment is administered when needed.

## **Emergency Procedures**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit staff. The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought. Support can be sought from either the EVC, the Headteacher or the VESN ([Visit Emergency Support Network](#)).

## **Organisation: once approved**

The Trip Leader must arrange a meeting with all staff going on the trip to run through the itinerary of the day and answer any questions. Each member of staff attending the trip should have access to the following:

- Itinerary for the day.
- Name and groups of children and responsible adults.
- Map of location (if necessary).
- Emergency contact details.
- The dietary, allergy, medical or physical needs of identified children.

For residential trips, it is advised that parents are invited to an information meeting for further details.

## **GDPR**

In order to ensure that personal information is kept secure, it is vital that all paperwork is handed back immediately to the Trip Leader. It is the responsibility of the Trip Leader to securely dispose of all documents. Any data breaches will be treated extremely seriously and may lead to disciplinary action.

## **Dress Code**

Staff should follow the Hampton Vale Academy Dress Code policy during visits, trips and residential. Children must wear their school uniform and shoes unless the activities make this unsafe or impractical. Ultimately, appropriate and comfortable clothing will be a key factor.

## **Voluntary Help**

At the Academy we are aware that many education visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors. Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visits organiser retains overall responsibility. The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent. The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out their role. As with staff, volunteers must see the risk assessment.

Where children are organised in small groups, a child will not generally be placed in a group for which his/ her parent is responsible.

### **Behaviour on academy trips**

The academy Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the academy, expectations are even higher as children are acting as ambassadors for our academy. We expect our pupils to behave courteously to all members of the public that they meet.

It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

### **Safeguarding / Missing Child Protocol**

All children should be provided with a label detailing the name of the School and the main school office number. Where possible, the Academy prefers a DSL to attend each trip.

### **Insurance**

Insurance for trips is covered under our school insurance. If a staff member uses their own car they must have the correct insurance to do so and be able to present if asked. Venues and external providers will be asked for their business insurance and/or complete a provider statement to detail they have sufficient cover.

### **Quality assurance**

Staff have received risk assessment training. New staff and any other staff requiring training are advised to liaise with the EVC for support and guidance. Peer support is available and support prior and during a trip will be provided when required. In most instances, a member of SLT will attend the trip. The Headteacher and EVC will, from time to time, attend trips to assure quality assurance. Any concerns will be addressed and support will be provided. After each trip, the Trip Leader must complete the evaluation form on Evolve. Should the trip not achieve its intended outcome or not add its desired value, then this will be reviewed.

### **Related Policies**

This policy should be used in conjunction with all Hampton Vale and MAT Policies.

### **Review and monitoring**

Unless required, this policy should be reviewed in three years. In the renewal of this policy, serious consideration should be given to any complaints regarding educational visits from parents, staff and pupils.

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

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Charging and Remissions Policy

### **Policy Monitoring and Review**

A copy of this policy is available to all staff and parents and is published on the academy website. This policy is reviewed every three years by the Local Governing Committee.