

# Lark Hall Infant & Nursery Academy and Flax Hill Junior Academy



## School Trip Policy

### Policy Status and Review

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|----------------------------|------------------------|
| <b>Date:</b>               | <b>October 2023</b>    |
| <b>Review Date:</b>        | <b>October 2026</b>    |
| <b>Signed by Governor:</b> | <b>Marion Couchman</b> |
| <b>Date Signed:</b>        | <b>11/10/2023</b>      |

## **School Trip Policy**

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Mercia Primary Academy Trust aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for children of all ages.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed. All visits should follow an agreed pattern, to be part of the overall academic planning cycle.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

The identified staffing ratio will need to be at least 1:8

### **RESPONSIBLE PERSON**

#### **Educational Visits Co-ordinator**

- The primary functions of the educational visits co-ordinator is to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
- This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- The educational visits co-ordinator can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

### **Practicalities**

#### **The Policy**

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.

### The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment has taken place to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks.
- Review the venues set of procedures which are to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit.
- Ensure an adequate reporting procedure is in place for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents.
- First aid provision and trained first aiders appropriate to the assessed needs of any educational visit.
- Ensure a process is set to retrieve the names and emergency contact details of parents/guardians.
- A list of provisions and equipment required for the visit, including specific medical and first aid provisions
- Appropriate mobile communication method agreed before the visit.

### Responsibilities

#### Member of SLT (senior leadership team paid on the leadership level)

- To review and authorise any visits before they are booked.
- To attend every visit. The member of SLT cannot be counted towards the ratios.
- To appoint a named teacher to complete a risk assessment for every visit.
- Work alongside the educational visits co-ordinator and named teacher to ensure the health and safety risks have been identified and recorded within the risk assessment.
- To ensure that the risk assessment also determines the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- To delegate, where appropriate, any responsibilities to other authorised personnel during a visit to ensure the appropriate level of supervision.
- To countersign the risk assessment compiled by the named teacher, at least five days before the visit date.
- To ensure that the needs of all those included on the visit are monitored, managed, assessed and provided for adequately throughout the visit.
- To take control and make 'on the spot' decisions where required to ensure the safety and wellbeing of all those included on the visit.

#### Teaching staff involved with educational visits

- The named teacher is in charge of writing the risk assessment and ensuring the health and safety risks have been identified and recorded within the risk assessment.
- To ensure that the risk assessment also determines the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- To identify and group children with an appropriate adult in line with the appropriate level of supervision required.
- Support the appropriate adults throughout the visit and manage them accordingly.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.

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- Assist in general control and discipline requirements.
- Inform the onsite member of SLT of any concerns, observed or otherwise.
- The named teacher will be provided with half a day's release to pre visit the venue and write an individual risk assessment. This teacher must be M5 or above.

### **Parents/Guardians**

- Must provide emergency contact details prior to the educational visit.
- Sign and return a consent form.
- Provide any relevant information known to them regarding the (current) health of their child.
- To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.

### **Students**

- Must dress and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow students at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

### **Additional authorised personnel**

- The staffing ratio will need to be at least 1:8 made up from staff who are directly employed by the Trust, or other suitable authorised personnel, which include Directors, Governors or volunteers who regularly volunteer within the school and are enhanced DBS checked by the Trust.
- Failure to follow any of the above will result in the trip being cancelled.

## School Trip Policy

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This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed copy of this document is available from the school office.*

| <b>Version</b> | <b>Date Approved</b> | <b>Changes</b>      | <b>Reasons for Alterations</b> |
|----------------|----------------------|---------------------|--------------------------------|
| V1             | April 2014           | Policy compiled     | None                           |
| V2             | September 2018       | Updated SLT element | Safeguarding                   |
| V3             | September 2023       | Updated content     | Accessibility                  |