

# **JOHN TAYLOR MULTI ACADEMY TRUST**



## **Educational Visits/Trips Policy**

Policy owner: M Donoghue, CEO

Reviewed on: June 2022

Next review date: June 2024

LGB procedures: Yes

## Educational Visits and Trips at JTMAT Schools

### 1.0 Underlying Principles:

Educational visits are an important part of the curriculum, enriching pupils' learning experience and contributing to their personal and social development.

**1.1** The policy below, and school-based procedures aim to:

- Ensure the health and safety of all participants
- Facilitate efficient planning and organisation
- Comply with statutory regulation and recommended best practice
- Protect colleagues from litigation over "duty of care"
- Enable access to educational visits commensurate with our responsibilities under the nine protected characteristics of the Equality Act, 2010.

### 2.0 Types of Off-site experience:

**2.1** Whilst we recognise that all off-site experiences carry value, there is an established hierarchy of visits that the Trust considers prior to giving approval. They are as outlined below:

**Category 1:** A *crucial* educational activity that is required to be undertaken by pupils in order to meet external assessment criteria. This is categorised as an Educational Visit (see Charging and Remissions Policy). This should always take place in term time.

**Category 2:** An *important* educational activity that is embedded in curriculum and course delivery, whereby pupils' learning is significantly disadvantaged through non-attendance. This is categorised as an Educational Visit (see Charging and Remissions Policy)

**Category 3:** A *valuable* educational activity that relates closely to curricular content. This is categorised as a 'trip'.

**Category 4:** A *desirable* experience that promotes social and personal development, or an appreciation of the wider world. This is categorised as a 'trip' and may take place outside the school day or even outside term time (in full or part).

Due to differing contexts of our schools and the diversity of children and young people attending them, local procedures should be produced and adhered to and scrutinised by the Local Governing Body in each school. There should be reference to the four categories of educational visit/trip and reference to any other policies and risk assessments relevant to the school and beyond (e.g. in relation to travel restrictions during a global pandemic).

## **School Based Contextual Guidance and Procedures - The Mosley Academy**

**What the procedure is about** – This procedure relates to the organisation of school trips and visits. This procedure is required to comply with legislation and guidance and to support the quality of pupils' education.

### **Aims**

The Mosley Academy has a strong commitment to the added value of learning beyond the classroom. Trips and visits are an integral part of the educational experience and all pupils are offered a range of opportunities during their time at the school. A variety of different trips are organised each year such as visits to museums, castles, places of local interest, places of worship and education centres. We also hold enable the children in Year 5 and 6 to attend a residential.

### **Planning**

- a) The Educational Visits Co ordinator (EVC) has undertaken training through Entrust and is responsible for:
- Emergency, accident and critical incident planning
  - Supervision and staffing, including competence, safeguarding and training
  - Development and implementation of a whole school procedure for the training, support planning, monitoring and approval for trips and visits.
  - Working with trip leaders to offer support to provide sufficient detail of a trip or visit in order to allow parents to consent or otherwise on a fully informed basis.
  - Making sure trips and visits are planned with reference to the JTMAT Equality Information and Guidance and the school SEND policy.
  - Submitting electronically details of residential trips and those involving establishment staff-led adventurous activities to the County's Offsite Visits Advisor.
  - Keeping records of individual trips and visits
  - Reviewing systems and monitoring practice.
- b) All trips and visits need to be approved by the Headteacher. This will usually be through the completion of a Checklist planning form. Factors such as curriculum impact and calendar clashes will be considered. Consideration will be given to pupil numbers and ratios, additional staffing needs and budget details.
- c) The trip leader should, before organising a trip, be aware of the needs of the cohort that might apply for the trip. They will need to work with class teachers to look at specific needs of pupils who have EHCP's or are on the SEND register.
- d) The trip leader is responsible for organising the trip in terms of ensuring that letters are sent out, transport arrangements are made, undertaking risk assessments and individual pupil risk assessments (if needed), group lists and medical details.
- e) All trips need to include completion of paperwork using the Evolve online system.
- f) Written permission is required from parents before pupils are allowed to go on a trip. The exception to this is when the trip or visit is within the local area and the pupils will be walking.
- g) DBS checked adult volunteers must always be given the opportunity to take part in a trip or visit before other adult volunteers are approached.
- h) The trip leader must ensure that everyone has the relevant trip paperwork before leaving the school premises.

- i) Ideally preliminary visits should be made before visiting a new destination.
- j) The trip leader is responsible for the specific medical needs of individual pupils. They may choose to delegate this responsibility to a competent member of staff.
- k) A decision as to whether a qualified first aider should accompany a trip or visit will be made on a risk assessment basis. Consideration will be given to the availability of alternative sources of qualified first aid assistance and the accessibility of the group members to medical support should it be required. **Any EYFS trip will always have at least one member of staff who holds a paediatric first aid qualification accompanying them at all times.**
- l) It is the responsibility of the trip leader to ensure that an appropriately stocked first aid kit is taken on the trip.

#### **Pupil entitlement and behaviour expectations**

- a) All efforts should be made to ensure that trips and visits are made reasonably possible to all pupils who wish to participate, irrespective of disability, religion or belief. Discussion with the SENDCo is an essential part of this process if SEND pupils are involved.
- b) The school has clear behaviour procedures which all pupils are expected to follow whether they are on or off the school premises. Parents of pupils who fail to meet these expectations will be informed following the trip or visit.

#### **Staff responsibilities**

- a) The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety.
- b) The selection of staff to lead trips is vitally important and this is closely matched to the experience and knowledge of the individual.
- c) All staff are expected to act in a professional manner.
- d) The trip leader is responsible for ensuring that all evidence for arrangements that are put into place are as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes must be reported to the EVC.
- e) The EVC is the emergency school contact for each trip and visit with office staff being available in their absence.

#### **Finance**

- a) Careful consideration needs to be given to the cost of all trips to avoid putting families under excessive financial pressure.
- b) The trip leader and office manager must work closely together to ensure that all trips and visits are financially viable.
- c) Pupils in receipt of pupil premium funding are not asked to pay for school trips.

#### **Evaluation**

All trips and visits must be evaluated on the Evolve system. Any accidents or near misses must be recorded to ensure the safety of future trips and visits.

## **Local area visits**

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent, however parents will be informed in advance via the newsletter, the school messaging service or a letter sent home.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

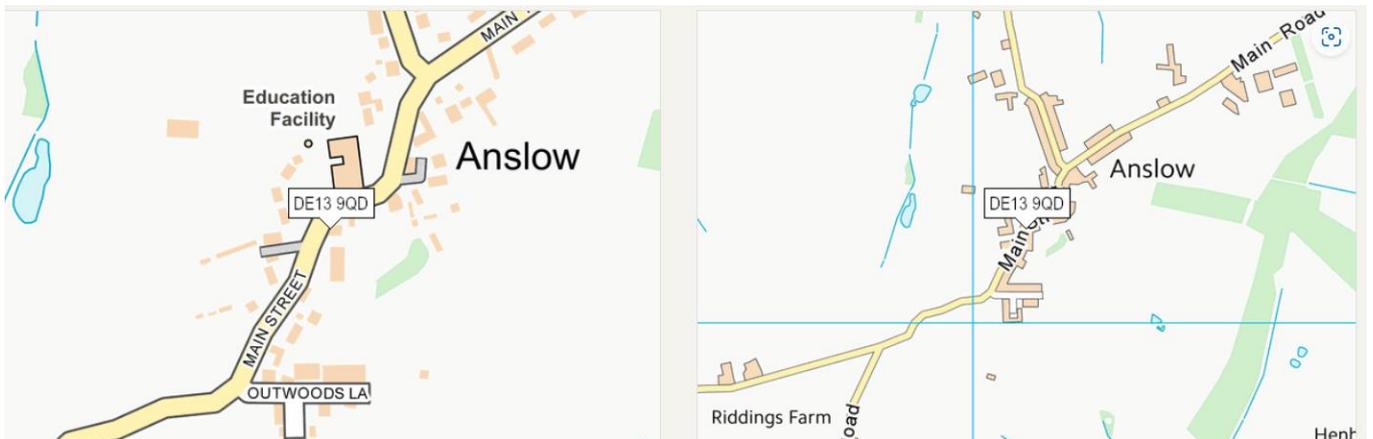
### **Boundaries**

The school has very limited local venues and therefore local visits are infrequent. However, boundaries of the Local Learning Area are detailed below. This area includes, but is not limited to, the following venues:

The Village Hall

Anslow village and surrounding National Forest walks

**Please note, Anslow Church is approximately 1.5 miles away across farm land, via a footpath. It takes around 40 minutes to walk with a group of children Please bare in mind that wellies may need to be worn and a prior check on muddy footpaths etc. This can also be covered under a local area visit form..**



### **Transport to the Local Learning Area**

The methods of transport for a local area visit will be walking. If using an outside provider a full visit form will be used.

### **Operating procedure**

This is defined in Appendix 1 and reviewed termly for the first year. They will then be reviewed annually.

### **Review Period for the Local Learning Area**

The review period for the local Learning Area procedure will be termly for the first year of this procedure.

### **Monitoring for the Local Learning Area**

The Headteacher, or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

**Appendix 1**  
**Operating procedure**

The following are potentially significant issues/hazards within our Local Learning Area:

<b>Significant hazards/risks associated with the activity</b>	<b>Control measures (arrangements in place to reduce the risks to an acceptable level)</b>
Road traffic	<ul style="list-style-type: none"> <li>• Pupils will be reminded of road safety before leaving the school premises.</li> <li>• Timings of visits will be planned to not coincide with times of heavy traffic in the village (where possible).</li> <li>• Members of staff will be stationed at the front and back of the class line, with pupils walking in pairs. Volunteers will either be positioned with specific pupils or at intervals along the line.</li> <li>• There are no pedestrian crossings in Anslow. However, the local lollipop lady may be available if the walk is planned for just after drop off in the morning. If not, then a lead staff member to ensure that the traffic is at a standstill before pupils walk into the road and a clear viewing of the road is available.</li> </ul>
Other people/members of the public/ animals	<ul style="list-style-type: none"> <li>• Pupils will be reminded before leaving school about not walking off with other people or members of the public.</li> <li>• Pupils will be reminded to not touch or approach animals that they see along the way</li> </ul>
Losing a pupil	<ul style="list-style-type: none"> <li>• Pupils will walk with a partner and all staff will be aware of the number of children who are being taken on the visit. A regular headcount will be made.</li> <li>• If pupils are working outside then they will be allocated to a member of staff who can keep a headcount of their group.</li> </ul>

Uneven surfaces and slips, trips, and falls	<ul style="list-style-type: none"> <li>• Pupils will be reminded before leaving the school site of being careful to look where they are going.</li> <li>• If there are particularly uneven surfaces then staff member to make everyone aware.</li> <li>• If pupils or staff slip, trip or fall then first aid to be given or school to be contacted.</li> </ul>
Weather conditions	<ul style="list-style-type: none"> <li>• Pupils and staff to be advised in advance suitable clothing that will be needed or may be needed.</li> <li>• An assessment will be made of the weather on the day of the visit to determine whether it will still go ahead. Visits may be postponed in instances of particularly cold/wet weather or if it is too hot and pupils would be outside in the heat for an unacceptable time.</li> </ul>
Slipping/falling in to water	<ul style="list-style-type: none"> <li>• When visiting the National Forest area pupils will be made aware of water related dangers. They will not be allowed off the path surrounding these areas due to the risk of slipping into the water.</li> </ul>

**These are managed by a combination of the following:**

- The Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and parents sign to give permission for these visits when their child joins the school.
- There will normally be a minimum of two adults determined by the age of the pupils and the specific needs of the pupils going on the visit.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group and they will be told to wait where they are for an adult to find them.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves and a basic first aid kit)

**First Aid Procedure for LLA**

As Local Learning Areas are close, contactable, and easily reached, a basic first aid kit should be sufficient.