

Policy: Trip / Visits Policy
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Author: AHT L.Tether
Approved by: Full Governing Body



Trip / Visits Policy

Opening statement

'The School curriculum should enable students to respond positively to opportunities, challenges and responsibilities, to manage risk and to cope with change and adversity.'

Extract from 'Aims for the School Curriculum'

Through the development of extra- curricular trips and visits Marriotts School will offer the school community the opportunity to develop a broader understanding of the environment in which they live and the responsibilities of good citizenship.

Policy Statement

Marriotts School will follow the recommendations of the HCC Offsite Visits Manual which is based on national guidance.

Marriotts staff will also follow the Safe Use of Images, as mentioned in the e-Safety and Data Security Policy.

Roles and responsibilities at Marriotts School for Trips and Visits

The successful running of Trips and Visits at Marriotts School is based upon the sound knowledge of the identified parties legally responsibility for our students when they are off site.

- The Governing Body
- The Head Teacher
- The Educational Visits Coordinator [EVC]
- The Group Leader
- Members of staff accompanying a trip

The role of Authorising Off-Site visits and trips has been delegated to SLT member (Lesley Tether) by the Head Teacher (Bethany Honnor) as of 8th May 2014.

The specific roles and responsibilities are based on National Guidance and can be found in the following two publications:

- 1. Health and Safety of Pupils on Educational Visits – Department for Education and Employment**
- 2. Standards for LEA's in Overseeing Educational Visits: July 2002 DfES / 0564 / 2002**

Principles guiding the taking out of Trips and Visits from Marriotts School

Section A - Criteria for taking out Trips and Visits

1. Day Trips and Visits must have clear educational objectives to go out during directed school time.
2. Reward Trips and Visits for students will only be allowed to go in non- school time unless there are extenuating circumstances.
3. Residential Trips and Visits that are directly linked to the delivery of the school curriculum will be allowed to go during directed time.
4. Residential Trips and Visits that are not directly linked to the delivery of the school curriculum will only be sanctioned during non – directed time unless there are extenuating circumstances.
5. All residential foreign trips need to be organised through an ABTA recognised provider.

Section B – Student Entitlement and behaviour

1. All students have an entitlement to be taken out on educational Trips and Visits that are linked directly to the curriculum. The school will endeavour to make extra-curricular Trips and Visits available to all students.
2. Specific circumstances may occur where on the grounds of risk management a 'student's entitlement' to go on Trips / Visits may be denied. Each case will be judged on the issues at hand and all possible avenues will be looked into to try and rectify the problem.
3. The school operates a no smoking and drinking policy on all school Visits and Trips across the three Key Stages.
4. All students on school Trips and Visits whether day or residential are bound by the same set of rules that they would have to follow at school. On UK residential trips students who behave in an unacceptable manner may have their parents contacted to come and pick them up. On foreign residential Trips and Visits students who misbehave in an unacceptable way will have their parents informed and the appropriate actions taken depending on the circumstances.
5. Students on residential Trips and Visits and where practicable on day trips should be involved with the development of risk management strategies.
6. If a student is caught stealing / taking drugs / behaving maliciously towards others then the Group Leader should contact the school and parents. If the police are involved then the Group Leader should offer whatever assistance is required by all parties.
7. As a school we reserve the right to refuse a place on a trip if there are any concerns regarding conduct. **This can be exercised at any point in the trips process. The school also reserve the right to retain deposit/payments that have already been paid.**

Section C – Training

1. All new group leaders will take part in an induction meeting with the EVC before being allowed to lead a group.
2. The EVC will undergo appropriate training to ensure that all new legislation and demands have been identified.
3. The EVC and the Head Teacher will withhold the right of a member of staff to lead a group if they are not deemed experienced or competent to carry out the role of 'Group Leader'.

Section D – Staff responsibility

1. All members of staff on a school – led visit act as employees of Marriotts School, whether the visit takes place within normal hours or outside hours.
2. Staff on offsite visits are not permitted to drink alcohol, or to smoke.
3. Staff on residential trips must ensure that there is no alcoholic consumption whilst on duty. Staff on ‘down-time’ during a residential visit may drink alcohol, but must remain in a position to help duty staff if an extra support is needed. Staff must not drink in excess.
4. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. Staff should follow the instructions of the Group Leader and help with control and discipline.
5. Staff should consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to health and safety of the students in their charge is unacceptable.

Section E – Criminal Records Bureau Disclosure & the Independent

Safeguarding Authority

1. When organising a visit all Group Leaders should ensure that the OV6 form has been completed by the contractor / venue being used or suitable substitute documentation has been provided.
2. Group Leaders using organisations that have been awarded the ‘Learning Outside the Classroom Quality Badge’ will not have to ask for the completion of an OV6 or other relevant documentation.
3. Parents and volunteer staff who help out from time to time to supervise local visits need not be CRB- checked.
4. Volunteers helping teachers on a residential visit will need to be CRB-checked.
5. Foreign Exchange Visits;
 - Anyone who provides care or accommodation for children under 18 will be engaging in regulated activity and will need to be registered with the Independent Safeguarding Authority (ISA)
 - It will be the responsibility of the organising school to check that host families are ISA registered.
 - Under the ‘Safeguarding of Vulnerable Groups Act (SVG) a child is defined as a person under 18 years old. There is no requirement under the SVG Act for members of the host family under 16 to be CRB checked or ISA registered. Similarly members of the household between 16 and 18 do not need to be ISA registered or CRB checked unless they are supervising a guest child.
 - Where British students are hosted abroad it is the responsibility of the host school to provide information on what vetting arrangements have been made as to the suitability of the host families.

For more detailed guidance see:

- **DfES Circular 0278 / 2002 ‘ Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service’.**
- **Safeguarding of Vulnerable Groups Act**
- **Safeguarding Children and Safer Recruitment in Education 2006**

Section F – Charging for Visits

The school follows the Governing Body agreed charging policy for Trips & Visits

Section G – The process of planning an educational visit.

For all Educational Trips and Visits the following procedures need to be adhered to:

1. Complete the '**Trips & Visits Permission Form**' ensuring that you gain the signature of the EVC (LTR), the member of SLT in charge of cover (CKR), and the Finance Office (MAM). Do not make any bookings / reservations before the trip has been fully authorised.
2. If the trip / visit are taking out a large number of students from a particular year group, the Group Leader must ensure that arrangements for the teaching of the remaining students have been made. This process should be negotiated with the member of SLT in charge of cover.
3. The Finance Office will discuss the budgetary requirements for the trip.
4. Ensure that you keep to the agreed deadlines for the completion of all documentation. County requires that all documentation for residential trips has been received 1 month prior to the event. All day visits should have their documentation handed in three weeks prior to the event.
5. Complete the documentation for your trip ensuring that all elements have been completed – checklists are provided.
6. All trips need to be completed online using EVOLVE.
7. On completion of the on-line documentation on EVOLVE, Group Leaders must submit their trip to the EVC for approval.
8. The EVC will check the details of the trip and submit the details to the Head and Local Authority.
9. A full copy of the documentation must be kept by the Group Leader.
10. For all trips the Group Leader must take out a 'Field File'.
11. If staff personal mobile/electronic devices are used to take pictures of the trip/event, this must be emailed directly to JPY (Newsletter, School Website) or NSE/AES (Facebook).
12. Checks are in place to ensure we have the correct consent prior to uploading data to the website/Facebook. No staff should be uploading directly to the intranet.
13. **Risk Assessment – It is the Group Leaders responsibility to ensure that the Risk Assessment is personalised to the trip.**
14. **All trips need to have a staff meeting at least a week before the event, to finalise details of groups/registers and to outline the individual roles of staff included on the trip.**
15. **All personal/sensitive data that is generated for the trip and given to the Group Leader must be kept secure and returned to the Trip Administrator on the first day back into school. This information will then be disposed of securely. This data would be contact details and medical information on each student on the trip.**