



Sponsored by Academy Transformation Trust

## **Educational Visits**

<b>Adopted</b>	<b>July 2014</b>
<b>Date of Review</b>	<b>June 2017</b>

*Inspire,  
Aspire,  
Achieve!*

The Hathaway Academy recognises that trips and visits are valuable for students, enhancing their learning across a wide range of curriculum areas.

### **Aims of visits and trips**

- To broaden the curriculum beyond the boundaries of the academy.
- To give ALL students the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally, in accordance with the Equality Act 2010\*.
- To foster an enquiring mind and a spirit of wonder about the outside world.
- To encourage students to explore their own local community and beyond.
- To make visits enjoyable for both staff and students.

### **Objectives of policy**

- To detail the procedures required when organising an academy visit.
- To define the type of visits that should be encouraged to take place.
- To identify the roles of visit organisers, accompanying staff and students.
- To identify the standards expected from all students participating in academy visits.
- To identify the types of work to be completed on academy visits.

The Hathaway Academy wishes to support all types of visits, but the following general criteria should be taken into account when planning a visit destination:

- Does the visit improve or reinforce the understanding of a particular subject area?
- Does the visit broaden the cultural or spiritual experience of the students?
- Does the visit enable the students to develop personal skills such as social behaviour, ability to work as a team or to be an independent learner?
- Does the visit enable the student to think for themselves about their surroundings and their role in life?

### **Resources**

The following documents are available on the academy's Staff Shared Area (T:) and should be used to obtain further advice, information and any additional guidance that you may require.

- Thurrock Borough H&SAW No. 28 Safe Practice on Educational Visits
- Health & Safety of Pupils on Educational Visits DCSF Guidance (1998) and supplementary guidance (2002)
- HSE School trips and outdoor learning activities. Tackling the health and safety myths.
- Group Safety at Water Margins
- Educational visit risk assessment and risk management

### **Planning procedures**

It is the belief of the academy that all staff should be encouraged to organise and take students on academy visits. The planning procedures are designed to ensure that the following standards are adhered to:

1. Visits are of a suitable educational nature.
2. The safety of both staff and students is assured.
3. The visits are financially sound.

\*"The general equality duty is set out in the Equality Act 2010 (the Act). In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share protected characteristics and those who do not."

(Equality and Human Rights Commission)

4. That all students have equal access to all visits, with criteria for selection onto visits being applied equally and fairly.
5. For each visit or activity a lead member of staff will be named who is a full time member of the teaching staff at The Hathaway Academy and suitably experienced to assume the role.
6. The lead teacher will prepare risk assessments and prepare details for ALT.
7. ALT will assess the validity and cost benefit of the trip or activity. If the activity is agreed, the proforma will be passed to the appropriate body on the Governing Body for ratification. The Principal is delegated by the Governing Body to approve all educational visits of a perceived low risk, local, daily or regular nature.
8. ALT and the Governing Body approve all visits.

To ensure that these standards are complied with all visit leaders should adhere to the following stages of planning:

**Stage 1** - If possible visits must be organised at least ONE TERM in advance and for residential visits abroad this should be ONE YEAR in advance. At least SIX weeks is required for any approval.

1. Discuss the initial idea with the appropriate line manager and record the reasons why the visit is being organised and possible risks. Visit organisers should discuss their ideas with experienced members of staff who have organised visits in the past. Complete EV1 Form (in outline) and EV2 Form. The contact details of the destination/providers should be completed on Form EV3.
2. Decide on the number of students and the year group that will be taken and how students will be selected. In conjunction with the ALT staff member in charge of the academy diary/EVC, select several dates for the visit. The visit can then be added to the diary as a provisional event (please remember that Governing Body permission is required for residential and overseas visits).
3. Staff members who may be appropriate to accompany the visit should be selected. They should then be approached to see if they wish to take part in such a visit. It should be remembered that such visits are voluntary. All foreign visits must include a member of ALT. If a member of ALT is not available two Subject Leaders/SALS with demonstrable experience may be included. All allocated drivers must have the relevant qualifications and insurance.
4. Put together some initial costing for transport, entrance fees, accommodation and any additional costs that may occur. Ensure that the academy insurance covers all activities. Organisers should take into account those students who may have financial difficulties, but who should still have access to such visits. All visits should be self-financing except in the case of compulsory GCSE field visits. Discuss the financial viability of the visit with the Bursar. No financial commitment should be made until all relevant approvals have been agreed.
5. Submit the EV1, 2 and 3 Forms to the EVC for review and discussion at the next appropriate ALT Meeting (Thursday mornings).

**Stage 2** - further information or more detailed proposals may be required before the final decision is made. If a visit is not allowed to go ahead ALT will give clear reasons why this is so. Once ALT approve the visit, EV Forms will be copied for the cover co-ordinator, the EV file and the original will be returned to the Visit Leader.

**Stage 3** - when a visit is authorised the actual date of the visit will be decided and a submission should be made to the Governing Body (if applicable). The type of submission required will depend on the type and length of visit and its destination.

1. The organiser should carry out a detailed Risk Assessment on the visit and should review and update Form EV 1 Risk Assessment form (to be passed to the EV Co-ordinator for signing off). The academy Health and Safety Officer will give advice and assistance if needed.
2. The organiser should discuss all insurance details with the Bursar and complete any appropriate and additional insurance forms needed. These should be submitted at least one month in advance of the visit.

3. A draft letter to parents should be written. The method of selecting those students who are allowed to go must be clearly thought through and written out, ensuring that there is no discrimination against the protected groups\*\* and those with special requirements.
4. Provisional bookings should now be made with the appropriate coach companies, venues and tour operators.
5. Organisers should make arrangements with the academy Administration and Finance offices to set up the most appropriate way of collecting the students' payments for the visit (via ParentPay, for example) and should communicate this to the students.

#### Stage 4:

1. As soon as the required number of students is confirmed confirmation of all bookings should be given. A list of all students going on the visit should be put on the Staffroom notice board/e-mailed to staff and given into the EV Co-ordinator on Form EV3 for checking.
2. Appropriate worksheets and tasks should be designed and prepared for the visit. A pre-visit to the location may be advisable to seek the centre's advice on appropriate tasks for students.
3. An Emergency Contact Plan (EV3) must then be completed. This would identify an academy based staff member to act as a liaison staff member (usually the Principal or a member of the ALT team) between the visit members, parents and the academy in the event of an emergency or the need for parental or school contact. The liaison staff member must have a list of all participants' names, addresses, emergency contact numbers and any additional information that may be helpful in the event of an emergency. The liaison staff member must be known by staff, students and parents and a contact number should be made available for any time of the day or night.

#### Stage 5:

1. The names of all students taking part in any visits should be given two weeks in advance to the SEN Administration Officer. The purpose of this is to identify any students with specific medical needs/disabilities/SEN requirements and to make staff aware of those needs in order to plan strategies to comply with those needs. Where appropriate, first aid facilities will need to be provided and taken on the visit. It would be advisable to nominate a specific member of staff responsible for first aid throughout the duration of the visit.
2. The names of those taking part in the visit should be e-mailed to staff. Appropriate cover work for staff who will be absent should be set and given to the appropriate Subject Leader. Arrangements should be made to swap duty days and the team leaders notified of the arrangements.
3. In certain circumstances staff may wish to organise a pre-visit Parents' Evening to outline the plans and rules for the visit. This may also be used to answer any questions from parents and to reassure them of their child's safety. In any event, parents must be made aware of the contact details for the trip, including the trip leader and Academy Liaison staff member.

**Stage 6** - the organiser should ensure that a mobile phone is carried throughout the visit and that all staff on the visit know the contact number of the liaison staff member and the academy EVC. Consideration should be given to whether students on the trip have contact details for the trip leader in case of an emergency and whether students' mobile phone numbers are collected by the group leaders. In the event of a serious occurrence it may be necessary for the EVC to attend the scene as soon as possible. **Once the students have been registered for the beginning of the activity, a copy of the register must be left with the liaison staff member and Student Reception. Once a visit is completed and all students have been collected and/or delivered to their homes, the liaison staff member must be contacted to sign off the visit.**

**Stage 7** - after completion of the visit, a balance sheet of income against expenditure must be completed and this passed, along with receipts, to the Finance Officer. This will be passed to the Governing Body and local authority auditors for checking. A press release should be prepared and passed to Fatima Rodrigues, Vice Principal, for authorisation and then release.

## ROLES OF STAFF INVOLVED

It is important that the key roles listed below are identified and known by all staff and students participating in the visit:

- Visit Organiser
- EV Co-ordinator
- Academy Liaison staff member
- Identified First Aid person on visit

It is important that sufficient staff are involved with any visit. In general this will be two for the first 30 students and one for every 20 students thereafter (however there are particular circumstances, based on the risk assessment, where this ratio might need to be higher, dependent upon the nature of the visit and the needs of those taking part in the visit. Please see Thurrock Borough H&SAW no 28 Safe Practice on Educational Visits for instances where a higher staff/student ratio is required).

The students should be divided into groups on any visit with a member of staff attached and clearly known to each group. It would be advisable that the visit organiser does not have a defined group so that they are available to all groups if needed for advice and assistance. Additional adult helpers, parents etc, can accompany visits but must not be counted as one of the staff member allocation. Group leaders should be given clear guidelines of their roles and responsibilities and what they should do if an emergency arises.

### Standards

It is expected that all normal academy codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the ALT link person before the trip goes ahead. It is recognised that in many cases, for example, the wearing of academy uniform would be totally inappropriate, but the policy on jewellery would and should still apply. It is the responsibility of the trip organiser and accompanying members of staff to ensure that students comply with all such standards. The students and staff should be aware that they are representing the academy at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the academy into disrepute. The academy does not wish to stifle the enjoyment of trips, but wishes to ensure the good behaviour and safety of everyone participating in them.

Students should be aware that inappropriate behaviour could risk their chances of taking part in further trips and/or other punishments on their return. All names of students who have breached the code of conduct should be given to the appropriate Subject Leader / PL / ALT member when the trip returns. Trip leaders should reflect on whether they take advice during the visit in instances of poor behaviour and if an early return should be considered.

### Type of Work or Tasks

It is important that students are given appropriate tasks or worksheets on trips to help them record their learning. Students should not see a trip as a time for fun only, but as an extension of their learning. Tasks might be:

- To find and record certain pieces of information on a place visited.
- To keep a day to day log of activities carried out and complete a report on their return.
- To complete certain elements of a piece of coursework.
- To record new place visited, new words learnt etc.

These tasks should be clearly planned in advance and explained to the students before the trip. Such activities will also help occupy students and limit possible problems that may occur.

### Summary

Academy trips should be enjoyable learning experiences for all those involved. It is the policy of The Hathaway Academy to support such trips, to ensure their success and to support the members of staff organising such trips. The prime importance of this policy is to ensure the safety of staff and students at all times.

**To be reviewed (three years): July 2017**

\*\*Protected groups/characteristics: age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation (Equality Act 2010).



**INTERNAL/EXTERNAL  
ACADEMY VISITS AND EVENTS PROCEDURES**  
*(revised September 2014)*

The following procedures **MUST** be followed by ALL staff when arranging a visit, at any time, that involves students of the academy. ALT reserves the right to cancel/veto any visit that has not been planned in accordance with these procedures. **Failure to comply with any of the required procedures will prejudice any future visit application.**

1. **Academy Visits Policy** – please read this document and be aware of its contents.
2. **Educational Visits Checklist and Emergency Procedures** – Please refer to these documents which are on the Staff Shared area (T:) and ensure that all points have been considered/noted.
2. **Form EV1** – the risk assessment form must be completed and submitted to TNe and then ALT for approval at the initial planning stage. Sample risk assessments are available on the Staff Shared area for adaptation. Speak to TNe if in any doubt about how to complete this form.
3. **Form EV2** – it is important that this form is submitted before any contact is made with students or parents. ALT ratification will be required in the first instance and no trip will be possible without this. Timing of submission of the forms must take account of this. Please ensure the relevant Line Manager is aware of the planned trip prior to its submission to ALT. The EV2 cannot be passed to ALT for ratification without a completed Risk Assessment Form attached. Approved forms will be returned to the teacher-in-charge (with approval number) for completion of final details. At this point the appropriate contact can be made with students/parents.
4. **Form EV3** – this must be completed and passed to TNe as soon as possible (venue/provider contact details are required on first submission of the form). Any changes to the details held on this form must be passed to TNe, along with a register taken on the day of the visit. A copy of EV3 must be taken on the visit by the Visit Leader.
5. No visit should go ahead unless planned income covers all expenditure. This should be discussed with the Bursar before submission of the visit form. Where appropriate, receipts should be obtained and forwarded to the Bursar. Final statements of visit accounts will be provided by the Bursar on completion of the visit. Any member of staff who requires help with budgeting for visits should see the Bursar. Requests for financial assistance for students must be made in writing to the Principal via JBT before submission to ALT.
6. A review of the visit/event, in the form of an article written by either the visit leader or a student who took part, must be passed to TNe within 7 days of the visit/event. Please include any relevant photographs. Submissions will be used for the newsletter.

**PLEASE NOTE**

- a. Copies of all correspondence pertaining to the visit should be passed to TNe.
- b. Letters to parents must be standardised, contain the appropriate disclaimer and are typed by Jackie Backhurst. Letters will only be produced once the visit has been approved by ALT.

**IN ORGANISING TRIPS STAFF SHOULD BEAR IN MIND THE DESIRABILITY OF TAKING COMPLETE TEACHING GROUPS TO MAKE THE MOST ECONOMIC USE OF COVER**

		<b>EDUCATIONAL AND OFFSITE VISIT RISK ASSESSMENT AND RISK MANAGEMENT RECORD</b>		EV1
<b>Group (students):</b>		<b>Location/Provider:</b>		
<b>Visit Leader:</b>		<b>Date of visit:</b>		

How to Use This Form (sample risk assessments and risk assessment guidance are available on the Staff Shared area (T:) and from the EVC)

01. Identify potential hazards e.g. walking on roads, sunburn, travelling by ferry, water activities, SEN/medical requirements.
02. Identify those at risk e.g. students, leaders and other adults.
03. Note the control measures which will be put in place to minimise any risk of hazard (*continue overleaf if necessary*).
04. Providers (both inside and outside of academy) will need to be checked for Safeguarding procedures by the EVC before any visit is approved.

<b>Identifying the Hazards – Assessing the Risk</b> <b>Consider:</b> venue/environment/activities/downtime/meal times/ overnight/travel/transport and who is at risk	<b>Control Measures – Managing the Risk</b>

Signed: \_\_\_\_\_  
 Trip organiser

Signed: \_\_\_\_\_  
 EVC

**INTERNAL/EXTERNAL  
ACADEMY VISITS**

**INITIAL ENQUIRY - TO EVC/ALT FOR APPROVAL**

Visit title: type of/reason for visit and how it relates to SoW								
Staff member in charge:								
Destination/Venue:								
Date(s) of visit/event:								
Time of visit/event:	Depart/Start:				Return/Finish:			
Cost of cover (if relevant):								
Estimated total cost:								
Charge to students:								
Number of students:								
Year group(s) involved:								
Staff to accompany & periods to be covered:	Name(s)	Reg	P1	P2	P3	P4	P5	P6
Any further considerations:								
Signed & dated:								

*Administration Use Only*

*Date & Signature*

<i>Presented to TNE</i>	<i>YES / NO</i>	
<i>Agreed by ALT Line Manager</i>	<i>YES / NO</i>	
<i>Agreed by ALT</i>	<i>YES / NO</i>	
<i>Copied to Bursar &amp; Lettings Manager</i>	<i>YES / NO</i>	
<i>Governors' Approval if applicable</i>	<i>YES / NO</i>	
<i>Approval Number</i>		



