

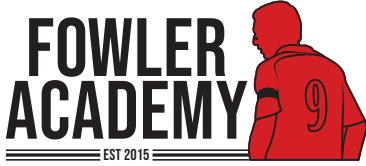
**RAINHILL
HIGH SCHOOL**



RainhillSixth

VISITS AND TRIPS POLICY AND PROCEDURES





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HIGH SCHOOL**



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VISITS AND TRIPS POLICY AND PROCEDURES

STATUS	NON-STATUTORY
RESPONSIBLE COMMITTEE	Local Governing Board
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RENEWAL DATE	08/11/2025



SCHOOLS IN PARTNERSHIP
STEPHENSON
MULTI ACADEMY TRUST

School Visits and Trips Policy and Procedures

1. Introduction

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this reason, meticulous planning and organisation are essential.

The legislation and guidance that underpins all of our trips is:

Health and Safety at Work etc. Act 1974

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

As a responsible employer we understand our obligations to:

- assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Full details of our health and safety arrangements are available in the School's Health and Safety Policy (which is published on the policy page of our website or, in hard copy, from the Main Office).

Health and Safety on educational visits

The Department for Education has produced guidance for Health and Safety on educational visits, which can be seen via the following link: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

This guidance is followed as part of our approach trip planning and implementation.

Guidance for safer working practice for those working with children and young people in education settings

Section 22 of the 'Guidance for safer working practice for those working with children and young people in education settings' outlines expected professional standards of staff whilst organizing and attending school trips,

This guidance is followed as part of our approach trip planning and implementation.

The Outdoor Education Advisers' Panel (OEAP)

Where applicable, we make use of the guidance and template risk assessments via the OEAP website, especially when an trip involves a potentially hazardous activity <https://oeapng.info/>.

Evolve

Rainhill High School subscribes to Evolve, a service that supports the planning, risk assessment and evaluation of all school visits.

2. Training on Health and Safety Implications of School Visits

Rainhill High School and FEFA will ensure that staff seeking to lead or support school trips are familiar with the Department for Education's advice on Health and Safety (available at: <https://www.gov.uk/government/publications/healthand-safety-on-educational-visits>) and have undertaken the relevant in-house training before being allowed to do so.

3. Role of the Educational Visits Coordinator (EVC)

The Educational Visits Coordinator has oversight of all trips and responsibility for:

- the management of risks associated with educational visits and the maintenance of Evolve
- ensuring that the planning of all trips complies with the requirements of this policy
- that all staff leading or supporting trips are adequately trained
- that audits of trips are undertaken regularly and any recommendations implemented as soon as is reasonably practicable
- Liaising with applicable staff to determine whether proposed trip participants meet the criteria to attend the trip
- the application of the Trips Terms and Conditions

The Educational Visits Coordinators for Rainhill High School are:

Rob Owens (Chief Operating Officer) and Josie Thorogood (Headteacher)

The Educational Visits Coordinator for FEFA is:

John Vallely and Brian McGorry (Principal)

All trips must be authorised by both EVC's prior to being organised and taking place.

4. Procedures for Organising Trips and Visits

Details of **all** proposed trips and visits must be submitted via the Evolve system and signed off by the applicable Senior Leadership Team (SLT) line manager and EVC before detailed planning begins and before they are shared with other staff, parents and pupils. This is to ensure that:

- there is appropriate overall co-ordination;
- aims and objectives are stated;
- there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school;
- where appropriate it will be linked to work within school by preparation and follow-up activities;
- it is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes;
- regard is had to inclusivity;
- A 'DIS first' approach has been applied; and
- regard is had to the impact on in-school teaching and learning and cover implications.

Pupil to Staff Ratios

Pupil to staff ratios for school trips are not prescribed in law, those planning trips, should decide the ratios on the basis of risk assessment and consultation with the Education Visits Coordinator, taking into account the activity to be undertaken and the age and maturity of the pupils. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.

Risk Management

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer, Stephenson MAT has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Coordinator and ratified via the Evolve system.

However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regular school fixtures) takes place.

Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the Educational Visits Coordinator. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising a school trip the following are required:

- The Evolve system should be used in relation to all trips (except regular off-site visits such as sports fixtures)
- The Head of Faculty, SLT line manager and Educational Visits Coordinator's approval for the trip.
- Risk assessments specific to the trip uploaded to the Evolve system application (other than in respect of activities forming part of the school day), Generic risk assessments must not be used, the trip leader needs to consider specific risks for that trip.
- A list of pupils who the trip leader is proposing to attend the trip. The EVC will organise a
- review of the list of participating pupils, consulting with the following people:
 - SENCO – in relation to SEN needs.
 - Safeguarding Officer – in relation to any pertinent safeguarding related info.
 - Head of Health and Safety – in relation to medical conditions.
 - Year Teams – in relation to suitability based on behavior and character.
 - Any other person/people the EVC deems appropriate.

Please note - In relation to SEND and medical condition students - If the SEND and/or medical needs of a pupil may require reasonable adjustments to facilitate full or safe participation, or the behaviour of a pupil may put the health and safety of that pupil or others at risk, then this must be raised with the EVC at an early stage, so that a risk assessment process can be commenced and, where required, suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a pupil to participate in a trip will be made by the Trip Lead, SENCO or EVC.

- Financial viability of the trip.
- Regard to the School's Health and Safety Policy and health and safety advice from the DFE and the HSE.

- Insurance cover.
- Provision of the Trips Terms and Conditions document to all potentially participating students.
- Completion of parental consent form for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required)
- Regard to the guidance outlined in Section 1 of this policy.
- Consideration of the ratio of staff to pupils needed – EVC will advise on this.
- First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits are available at all times.
- Training needs of the staff on the trip considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- A preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue (*if required – EVC will advise*)
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident, including terrorist attack.
- Details of the liaison contact at school in case of emergencies .
- Emergency contact details for all parents and staff for the duration of the visit.
- Consideration given to the details of the school emergency procedures when off-site (taking into account compatibility with the emergency procedures of any third-party providers) and that these are made known to staff, pupils and parents/carers.
- A list of all participants with details of pupil's SEN, medical and dietary needs in addition to any other significant need (and that these needs are made known to all staff and are capable of being met – EVC will advise on this).

5. Timescales for Planning

All visits and trips must be booked onto the Evolve system:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=rainhillvisits.org.uk at least six school weeks in advance of the event (for late applications due to, for example, third parties last minute offers, consultation, must be sought with the Educational Visits Coordinator). The Evolve system is accessible by all staff and when setting up an application it can be held in draft form before submission to the HOF, SLT line manager and Educational Visits Coordinator for approval. All sections of the online Evolve form must be completed in order for them to be progressed.

Applications made with missing information will be returned to the trip leader.

6. Arrangements for day of Departure and Return

The EVC or Headteacher at Rainhill and the EVC or Principal at FEFA will be named as the 'emergency' home contact.

On the day of departure, the trip leader must make sure that the Evolve documentation (in particular the pupil register and risk assessment(s)) is/are up to date.

Staff members and students participating in the trip should sign-out using the normal procedure.

The trip leader must take the school trips mobile phone and a first aid kit (to include emergency epi- pen and asthma inhaler).

Pupils may only be allowed to make their own way home from a venue if written permission from their parents/carers has been obtained on the trip consent form.

7. Adventure Activities Using Licensed Providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Rainhill High School and FEFA will check that the provider holds a license, as required by the Adventure Activities Licensing Regulations 2004.

8. Parental Consent for Off-site Activities

Parents/carers will be asked to sign an annual generic consent form at the start of every academic year. This will cover their child's participation during the year in any off-site activities organised by the school as part of Rainhill Experience and/or sporting fixtures taking place during or outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided, by the trip leader, to enable an informed decision to be made.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. These include adventurous activities, residential visits, overseas visits and all trips that take place outside the school day (except sporting fixtures).

9. Allocation of Pupil Places on Over-subscribed Trips

Where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- look to see what other enrichment trips a pupil has already attended so that those who have previously been unsuccessful in an application are given priority over their next application;
- look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the trip is taking place in school time;
- look at behaviour records. We must be assured that pupils are meeting our expectations in school before we consider taking them on an enrichment trip (taking into account any SEND and/or medical needs).

If, despite all of these factors being applied, the trip remains over-subscribed, we will rely on drawing names from a hat. This will be undertaken the Trip Lead.

Participation in any and all trips is subject to the Trips Terms and Conditions document, which is issued with all trip letters.

10. Inclusion

Schools are required to ensure that pupils with SEND and medical conditions have full access to education, including school trips. We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.

We acknowledge that it is unlawful to treat a pupil with a protected equality characteristic (such as disability, sex, religion or belief) less favourably or fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professional to ensure that pupils can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents/carers of the pupil by the SENCO, EVC or trip leader. The deposit and other monies paid will be refunded.

Reference should also be made to our SEND, Accessibility and Supporting Children with Medical Conditions Policies (these are published on the policy page of our website or is available, in hard copy, via Main Reception).

11. Charges and Refunds

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy (a copy is published on the policy page of our website or is available, in hard copy, via Main Reception).

If a parent/carer withdraws a pupil from a trip or if at any point a pupil's behaviour prohibits them from participating in a trip, the cost will not be refunded unless another pupil can be found to take the place at short notice. Further details regarding this can be found in the Trips Terms and Conditions document.

12. Insurance

Pupils and staff participating in domestic and overseas visits and activities are covered by the school's membership of the [Risk Protection Arrangement](#) for Academy Trusts.

The school will not accept responsibility for loss or damage to personal items brought on trips.

13. Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities.

14. Information for Parents/Carers and Pupils regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Pupils and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision). Pupils and parents/carers will be made aware of and must accept the Trips Code of Conduct, which sets out the expectations of pupils, including the use of mobile phones and sanctions which may be invoked should these be breached (including exclusion from activities and being sent home early and responsibilities for collecting pupils in prescribed circumstances). For residential trips, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear. Reference should also be made to the Behaviour Policy (this is published on the policy page of our website or is available, in hard copy, via Main Reception).

Pupils may be excluded from any visit or trip where their behaviour presents an unacceptable level of danger to their own safety and/or others; the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by the trip leader or EVC.

15. Accidents, Incidents and Emergency procedures

The EVC or Headteacher will be assigned as the 'emergency' home contact for the duration of all off- site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults. They will follow the procedures set out in the School Emergency Plan.

16. Reporting Injuries and Accidents

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under [RIDDOR](#).

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. Stephenson Multi Academy Trust is responsible for this, but staff may be asked to prepare the report. Stephenson MAT Academy will always report accidents reportable under RIDDOR including those which result in:

- deaths;
- specified injuries (under RIDDOR) ;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;

or where there is an accident connected to the work/school activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and specified dangerous occurrences – where something happens that does not result in an injury but could have done.

17. Trip Audits

The EVC will undertake a number of trip audits throughout the year, the outcome of which will be reported to the Board of Trustees. Trip audits are designed to be supportive, whilst ensuring compliance with key health and safety, safeguarding and finance related elements of trip management. Once a trip audit has been completed, the staff who ran and supported the trip will be invited to a feedback session to review the outcome and any recommendations.

Trips are, for many students, a once in a lifetime experience that form some of the most memorable moments of the school life. We are therefore grateful to all staff who lead and support trips and therefore make these opportunities possible.

Trips Code of Conduct

In order to ensure a safe and successful trip for all, we expect pupils to behave in an acceptable and responsible manner. Pupils are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

Pupils will:

- a. abide by the Pupil Code of Conduct and Behaviour Policy, as if they were in school;
- b. listen to and obey instructions and rules from members of staff and centre personnel;
- c. behave in a sensible, courteous and respectable manner;
- d. remain always in groups of no less than three and adhere to times given for return to a meeting point;
- e. be responsible for their personal possessions and respect each other's belongings;
- f. respect the rights of others to enjoy their trip;

[Include for residential trips as appropriate]

- g. listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
- h. be punctual at all times;
- i. attend all activities, unless medically excused;
- j. remain in their allocated room or tent after curfew each evening
- k. be encouraged to speak to the staff present regarding any difficulties they experience on a trip, (rather than calling parents/carers).

[Include for trips abroad as appropriate]

- l. Respect local customs and culture

[Include for ski trips]:

- m. use the snow and slope code and use ski lifts appropriately;
- n. look after all of the equipment provided;
- o. only ski/snow board with a ski instructor;
- p. not go off piste.

Pupils will not:

- a. behave in such a way as to endanger others;
- b. smoke, drink or buy alcohol;
- c. bring, purchase, have in their possession, or consume any illegal substances;
- d. bring, purchase or have in their possession any offensive weapon
- e. use mobile phones or other personal devices without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip).
- f. use social media without the express permission of a teacher (unless specific guidelines are issued by trip leaders on an individual basis and as required by the particular circumstances of the trip). Should an incident occur pupils should not post on social media or contact anyone prior to the school making all relevant parties aware (so that parents/carers of any pupils involved are informed by staff rather than hearing about the incident through other channels).

[Include for residential trips as appropriate]

- g. wear inappropriate or offensive clothing;
- h. enter other pupils' rooms or tents without permission
- i. bring, purchase or have in their possession any explosive material or anything which could cause a fire;

[Include for trips abroad as appropriate]

- j. purchase or bring home any restricted or offensive items including laser pens.

Sanctions

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the party leader. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision or in extreme cases the pupil may be returned home either accompanied by an adult or to be collected by a parent/carer (in each case at the cost of parents/carers).

In addition, the school may take further action following the trip, including removing pupils from forthcoming trips (with the loss of any money that has already been paid for the forthcoming trips.)

Parents/carers may also be required to meet the cost of any loss or damage caused by a pupil which is not covered by the school's insurance.