



# **Visits and Trips Policy**

**(For all visits involving Staff and Students)**

<b>Start Date:</b>	<b>Autumn 2018</b>
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<b>Responsible Committee:</b>	<b>Education Committee</b>

**Ambition · Pride · Success**

## Introduction

Visits and adventurous activities are an essential part of a child's development, helping them to learn about assessing and managing risk, and to gain skills in leadership and team working. They also build self-esteem and allow children to experience a range of normal social experiences.

This policy must be read in conjunction with the Hertfordshire County Council (HCC) off Site Visits – Manual

(<http://www.hertsdirect.org/scholearn/atschool/outside/formsoffsitevisits/offsiteaman/>)

The schools Educational Visits Coordinator (EVC) is Niall Megaw.

## Leadership of Trips

Trips should be organised and led by an experienced member of staff. Where a less experienced member of staff proposes a trip, they must ensure that an experienced staff member acts as a mentor in planning and supervising the trip. The Principal or EVC can, at their discretion, require a change in Trip Leader to enable a trip to go ahead.

## Timing of Trips

All trips will, by their nature cause disruption to teaching and learning. To minimise the disruption, all trips must be agreed with the Assistant Principal in charge of the Calendar and where possible be planned in the specified 'Trips Periods' within the School Diary. Trips outside this period will be discussed and must be approved by Senior Leadership Team (SLT). This will minimise the impact on both staff and students.

Trips **WILL NOT** be permitted for any students during curriculum time in the second half of the Spring Term and first half of the Summer Term. Any exceptions can only be sanctioned by the Principal and EVC.

Students in Years 11 and 13 may not take part in visits between December and June unless the visits are directly linked to their courses.

Before trips are sanctioned, cover arrangements must be agreed with the Cover Manager.

## Planning of Trips

**Staffing to student ratios** – There must be an appropriate level of supervision at all times for all visits and such supervision must be effective. It is the expectation

that there is a minimum of 1 member of staff to 15 students – 1:15. However, this is dependent on the type of activities, individuals attending and location of the trip.

**Level 1 - Day Trips** - All Day trips must be planned, where possible, a minimum of six (6) weeks in advance and co-ordinated within the school diary. Final Approval will only be granted when the student numbers are finalised. All planning and paperwork, including completion of EVOLVE must be completed a minimum of one (1) week prior to the departure date. If this is not done, the trip will be cancelled by the EVC in consultation with the Senior Leadership Team (SLT).

**Level 2 & 3 - Residential Trips** - All Residential trips must be planned a minimum of a term in advance and co-ordinated within the school diary. This enables payments to be made by parents on a payment plan for the more expensive trips. Final Approval will only be granted when the student numbers are finalised. All planning and paperwork, including completion of EVOLVE must be completed a minimum of three (3) weeks prior to the departure date, if this is not done, the trip will be cancelled by the Trips & Visits Co-ordinator in consultation with the Senior Leadership Team (SLT)

All letters to be sent to parents must be copied to the Educational Visits Coordinator (EVC). This must include any letter inviting parents to a meeting prior to overnight trips. Staff should see the Educational Visits Coordinator (EVC) if they wish to consult the folder of sample letters about trips and ensure that the appropriate wording concerning payment and behaviour is included in the letters (see Appendix 3).

### **Administration**

All trips must be completed within the EVOLVE system. Staff are urged to enter visits at the earliest possible opportunity to ensure that the trips diary can be seen. The attached Trips Checklist should be followed to ensure that the trip is correctly planned.

### **Risk Assessments**

Risk assessment and risk management are legal requirements and must be carried out by the trip leader. For visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no-one gets hurt or becomes ill. The control measures should be understood by those involved.

Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The programme of a visit, as set out in the risk

assessment and the consent form, should not be deviated from and should include details of emergency/contingency measures.

There are three levels of risk assessment for visits:

**Generic:** Apply to the activity wherever or whenever it takes place. The information provided in this policy and associated guidance is based on a generic risk assessment.

**Visit/Site Specific:** Will differ from place to place and group to group. Those organising visits are responsible for carrying out visit /site specific risk assessments. Managers must ensure an adequate risk assessment is carried out. For level 1 visits it will be sufficient to carry out a single assessment to cover several visits, however it should be reviewed annually, or if circumstances change significantly.

For level 2 and 3 visits it would be necessary to carry out an assessment for each visit. Where practicable the assessment should be based on first hand knowledge of the location. This would normally entail an exploratory visit being made. If it is not possible to visit the site beforehand, alternative arrangements must be sufficient for an assessment to be made.

**Ongoing:** The group leader should reassess risks while the visit is taking place, making judgments and decisions as the needs arise. The CSF Guidance for Group Leaders gives further advice on this.

In addition to the above, **individual risk assessment** of children whose vulnerability, behaviour or other factors may put them or others at greater risk should be carried out. This should normally form part of their existing care planning process.

### **Selection of Students**

Where places on a trip are limited, the selection policy must be clearly stated on the initial letter to parents. It is advised that for curriculum based trips, participation is never allocated on a First Come basis.

### **Trip Authorisation**

To enable the trip to go ahead, the attached checklist should be completed along with EVOLVE. The following staff will need to authorise the trip at certain stages:

Initial Approval – Principal

Financial Approval – Business Manager

Cover Approval – Cover Manager (School Diary Holder)

Clearance with Exam Dates – Exams Officer

Timing Approval – Senior Leadership Team (SLT)

Final Approval – Principal or, in their absence, the Educational Visits Coordinator (EVC)

### **Further Guidance**

Group Leaders are strongly advised to read the DfE publication 'Health and safety: advice for schools', and the Hertfordshire County Council (HCC) Off Site Visits Manual.

## **Other Matters**

### **Personnel Children**

All school trips are for students presently at school and under our control. Friends, former students (including students who leave the school between the booking of the visit and its departure) and other members of a student's family do not fulfil these requirements, and may not take part. The trip leader and the school retain the right to withdraw students from the visit where concerns arise regarding their behaviour, or health and safety.

### **Adult supervision and participation**

Supervision will be by staff only – exceptions must be specifically agreed by the Principal. Adults must have received the appropriate Disclosure from the Criminal Records Bureau for all residential visits (see the HR Manager). Only teachers should supervise children on their own. All supervisors should be briefed regarding the medical requirements of participating students. The trip leader should have a named deputy. Where school supervisors (not instructors) lead activities, they should be appropriately qualified. The supervisory places allocated will be at the ratio agreed by the Educational Visits Coordinator (EVC)/Principal in line with the School Journey Procedures Checklist.

### **Alcohol**

It is school policy to forbid the consumption of alcohol by any student who undertakes a school trip. Supervision of a trip must include active measures to ensure that this is obeyed, and students and their parents must be specifically informed of the prohibition. This includes any students over the age of 18.

Any student who disobeys this rule will face disciplinary action (both immediate and on return) and may be sent home at parents' expense if the trip leader feels it necessary.

### **Briefing**

Where possible, all locations should be visited by the trip leader prior to the school visit (regularly used locations may be visited/assessed periodically). All visits abroad should include a compulsory briefing session for participants and their parents a minimum of three (3) weeks beforehand. Everyone must be made clearly aware of the details of the trip, its arrangements and its rules. This includes considerations regarding planning, insurance, parental communication, transport, residential arrangements, remote supervision, and emergency procedures.

## **Emergency Contacts**

Every trip must have a clearly identified emergency contact at School or at home. The contact must have a list of participants with their addresses and telephone numbers. The trip leader must have this contact number, and a duplicate list of participants' details.

## **First Aid**

All groups should include a designated supervisor, ideally with a first aid qualification. A first aid box should be taken on all visits and should be carried in the minibus. It should include the HSE minimum contents, and can be borrowed from the First Aid room.

## **Insurance**

Details should be checked with the EVC; day trips are covered by the School's Insurance Policy. A copy of the schedule can be sent home to parents of students participating in residential visits. Additional travel insurance is necessary for some residential, overseas trips. Policies should include public/employers' liability, personal possessions, emergency transport/accommodation costs, cancellation/delay costs, legal assistance and financial failure of the Centre or travel company. Many travel companies offer policies covering all these eventualities.

## **Finance**

1. A Full budget for the proposed trip must be completed with the Educational Visits Coordinator (EVC)/Finance Manager prior to any letters going out to Parents. A copy of the budget form is attached in Appendix 1. Quotations should be obtained from the file of preferred suppliers held in the Finance Office.
  - a. The preferred method of payment for School Trips is via ParentPay. The member of staff involved for the journey is responsible for advising the Finance Manager of all the relevant information to ensure that this is placed on the system.
  - b. It is the responsibility of the Trip Leader to chase late payments from students.
2. Before any journey is planned, reference must be made to the school policy on Charging and Remission. It is possible to request a voluntary contribution for curriculum trips. Individual children may not be penalised if parents choose not to make a parental contribution.

3. Staff's personal cheques should not be substituted for cash collected, nor should any journey transactions be carried out through a teacher's personal bank account.
4. Cheque payments out of School Funds should always be supported by invoices or receipts. Payments to staff should not be necessary.
5. Within a reasonable time after the completion of a journey (no more than a month) the teacher in charge should complete an expense form and ensure all receipts are attached and submit it to the Finance Manager
6. As soon as possible after the journey, if appropriate, refunds should be made to students or parents by cheque.
7. Particular care should be taken to ensure where cash or currency is withdrawn. Any balance of cash currency or traveller's cheques remaining at the end of the journey should be paid into the finance office immediately on return. No more than £200 can be withdrawn and carried as cash due to insurance restrictions – and its disposal must be supported by receipts. If additional cash is required the cash insurance/risks must be reviewed with the Educational Visits Coordinator (EVC) and adequate alternate arrangements made.
8. Where a member of staff is responsible for more than one journey each will be treated as a separate financial entity, with its own sets of procedures.
9. The following paragraph must be included in all initial letters to parents for expensive residential trips. ***“The cost of the visit will be £---; and covers all costs associated with the organisation, supervision and activities outlined for the trip. Should funds remain at the end of the trip amounting to less than £30 per head, they will be put into the school account for the benefit of all students. If funds remaining amount to more than this, a reimbursement to parents will be made in the form of a cheque. Where the trip costs exceed the budget due to unforeseen circumstances (e.g. change of travel plans, exchange rate variation etc.), parents may be asked for a further contribution.*”**
10. Claims for staff subsistence will only be met for staff participating in the trip with the presentation of receipts. This must be budgeted for by the trip leader. No subsistence claims involving alcohol or entertainments outside of the agreed trip itinerary will be accepted.
11. Trip leaders must not carry large sums of money. Costs of visits must not be artificially inflated to provide large surpluses. The £200 maximum

withdrawal of cash is for emergencies only. All evening activities must be included in the tour operator's arrangements or planned for in advance and agreed with the Educational Visits Coordinator (EVC).

12. The trip leader, at their discretion, may organise to keep all pocket money brought and kept by students, in this case, all money should be sent to the school by parents in a sealed envelope with the Student's name and amount clearly noted. Medical expenses should be covered by the EHIC, the tour operator, or the insurance provision. Where the insurance provision includes an excess this will be taken from the group surplus.
13. There is a strict no alcohol policy for staff on all trips.

## APPENDIX 1 Budget

Before any letters go out to parents or any bookings made, a budget planner must be completed and discussed with the Finance Manager or Director of Finance. The Budget planner can be found on the staff area of the VLE under Trips & Visits

### TRIPS BUDGET PLANNER

Trip Name	<b>Trip Name</b>
Teacher in charge	Mr A Teacher
Start date dd/mm/yy	01/09/09
Return date dd/mm/yy	02/09/09
Days (inc last day)	2

Estimates:	No	paying:		
Students	0	100	%	
Teachers	0	0		% of full cost
Other Adults	<u>0</u>	50		% of full cost
	0			

<b>Costing:</b>			<b>Cost Each</b>	<b>or</b>	<b>Cost Total</b>	<b>Total</b>
Tickets	-		£0.00		£0.00	£0.00
Hotel 1	-		£0.00		£0.00	£0.00
Hotel 2	-		£0.00		£0.00	£0.00
Less Value of free places					£0.00	£0.00
Coach			-		£0.00	£0.00
Minibus - miles:	0	per mile £0.40	-		£0.00	£0.00
Parking			-		£0.00	£0.00
Congestion Charge						
<i>Activities</i>						
Activity 1	-		£0.00		£0.00	£0.00
Activity 2	-		£0.00		£0.00	£0.00
Activity 3	-		£0.00		£0.00	£0.00
Activity 4	-		£0.00		£0.00	£0.00
Activity 5	-		£0.00		£0.00	£0.00
Meals 1	-		£0.00		£0.00	£0.00
Meals 2	-		£0.00		£0.00	£0.00
Miscellaneous	-		£0.00		£0.00	£0.00
Insurance	see table	per day £0.37			£0.74	£0.00

Administration (Incl phone/postage/admin charges)		£0.00	£0.00
Exploratory visit costs		£0.00	£0.00
Contingency (Min. £50 day trip or £250/3%/£7.50/student cost max £750)		£250.00	£250.00
<b>Teacher Cover (£190/day/staff member if required Check Cover Manager)</b>			<b>£0.00</b>

<b>Exchange Trip? (Y/N)</b>	N	£33.00	£0.00
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<b>Total Costs</b>			<b>£250.00</b>
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**Cost per Person**

	No.			each	total
Students	0	100	%	£0.00	£0.00
Teachers	0	0	% of full cost	£0.00	£0.00
Other Adults	0	50	% of full cost	£0.00	
<u>£0.00</u>					
	0				£0.00

**Actual Charge per person**

	No.			each	total
Students	0	100	%	£0.00	£0.00
Teachers	0	0	% of full cost	£0.00	£0.00
Other Adults	0	50	% of full cost	£0.00	
<u>£0.00</u>					
	0				£0.00

less projected cost					<b>-£250.00</b>
Projected Surplus / Loss					<b>-£250.00</b>

Agreed by:

Date: Teacher Finance Dept

## APPENDIX 2 Evolve

All Trips must be entered onto the Evolve System at the following address:

[https://evolve.edufocus.co.uk/evco4/evchome\\_public.asp?domain=offsitevisits.thegrid.org.uk](https://evolve.edufocus.co.uk/evco4/evchome_public.asp?domain=offsitevisits.thegrid.org.uk)

For username and password see the Educational Visits Coordinator (EVC).

Evolve is a requirement for all day, residential and overseas trips and on completion will be submitted to The Principal (or in their absence the Educational Visits Coordinator (EVC)) for day trip approval and Hertfordshire County Council for residential/ overseas approval. No trip will go ahead without this. EVOLVE replaces the original OV1, OV2 and OV3 forms and enables the Educational Visits Coordinator (EVC) access to view all past trips that have been entered on to the system.

Once you are logged in EVOLVE takes you through a step by step process saving the information as it goes and allows the Educational Visits Coordinator (EVC) access at any time to check progress.

**FOR ALL ACTIVITY BASED / OVERSEAS TRIPS, EVOLVE MUST BE COMPLETED 4 WEEKS PRIOR TO THE TRIP TAKING PLACE.**

FOR ALL UK RESIDENTIAL TRIPS, EVOLVE MUST BE COMPLETED 4 WEEKS PRIOR TO THE TRIP TAKING PLACE.

FOR ALL DAY TRIPS, EVOLVE MUST BE COMPLETED 1 WEEK PRIOR TO THE TRIP TAKING PLACE.

Failure to meet these deadlines may result in the trip being cancelled.

### **APPENDIX 3 Letters to Parents**

A draft letter to parents must be forwarded to the EVC for review. For day trips, parental consent is required on the letter. It must also include an area for emergency contacts on the day and any medical information needed i.e. Students with severe allergies and requiring Epipens.

The following information also needs to be included in the letter:

#### **For Curriculum Trips:**

You must ask for *"a voluntary contribution and any parent in financial difficulty should apply in writing to the Principal. No student will be excluded for this reason, however if there are insufficient funds the trip may be cancelled."*

#### **All Trips:**

Please ensure that it is clear that deposits are not refundable as well as any penalties that are incurred for cancelled residential or overseas trips.

*"The School reserves the right to withdraw a student from the trip if their behaviour in school means that they could not be trusted or would be likely to undermine the safety or success of trip for others."*

#### **For expensive residential trips only:**

*"The cost of the visit will be £---; and covers all costs associated with the organisation, supervision and activities outlined for the trip. Should funds remain at the end of the trip amounting to less than £30 per head, they will be put into the school account for the benefit of all students. If funds remaining amount to more than this, a reimbursement to parents will be made in the form of a cheque. Where the trip costs exceed the budget due to unforeseen circumstances (e.g. change of travel plans, exchange rate variation etc., parents may be asked for a further contribution).*

### **APPENDIX 4 Forms & Risk Assessments**

The following forms must be completed for all trips: OV8- Pupil list, OV9- emergency contact information, OV5- medical/ special needs and OV7- consent, and can also be found on can be found on the staff area of the staff drive under Trips & Visits

A large number of generic risk assessments can be used from Evolve. They can be found in the risk assessment document section and can be viewed by clicking on 'change',

selecting any assessments you need. You will then need to 'save ' them somewhere for grading or making alterations, as no changes can be made to any document within Evolve, they can then be re-attached.

Where possible it is recommended that locations be visited by the trip leader, especially if the venue is new to the school and when using external providers, such as travel firms, they must provide adequate proof of Health and Safety by sending appropriate and up to date risk assessments.

For all residential and/or overseas trips each pupil must fill out an OV7a parental consent form and all members of staff, an OV7b. These must be completed and returned to school at least 2 to 4 weeks prior to trips.

Risk Assessments and OV5 forms **MUST** be carried out by the trip leader, other documentation can be completed by other staff accompanying a trip or a support member of staff.

## **APPENDIX 5 Additional Information**

**Information Evening** - All visits overseas should include a compulsory information evening for students and their parents beforehand. Everyone must be made clearly aware of the details of the trip, its arrangements and rules. This includes considerations regarding parental communication, Insurance, transport, residential arrangements, and Health and Safety, including remote supervision and emergency procedures.

**Trip Paperwork** - Paperwork you are required to take with you as follows:

For all day trips you must have an OV9, an OV8 (with students emergency contact details and any relevant medical/ dietary needs) and all completed risk assessments.

For all residential or overseas trips you must have copies of all student and staff consent forms, photocopies of passports and European Health Insurance Cards, Insurance details, any OV5 that is needed, all risk assessments, an OV9 and OV8 with any other medical information not requiring an OV5 and the school newsline instruction sheet.

Knowledge of where the nearest British Embassy is or how to contact them, is essential, especially outside the EU, should any problems arise i.e. a missing passport.

It will be the trip leader's decision as to whether passports need to be brought in to school and kept in the school safe prior to the trip. If they are, it must be no later than 4 weeks before and it must be made clear to the parents that they are responsible for ensuring sufficient time and validity is left on the passports. More countries including the EU are tightening restrictions.

All relevant paperwork must be made available to the Emergency Contact on the day prior to the trip departure.

**Consents Required** the following consents are required where applicable

General Trip Consent with contact & medical details  
Consent for swimming  
Consent for all students

### Notes

1. No firm bookings or arrangements should be made until final approval is obtained.
2. A comprehensive folder of DfE guidance is available for further consultation and information