

Macmillan  
Academy

# TRIPS & VISITS

## **POLICY DETAILS**

<b>Policy Title:</b>	Trips & Visits Policy
<b>Staff name and job title:</b>	Mr N Stott – Deputy Headteacher
<b>Organisation:</b>	Macmillan Academy
<b>Policy Version Number:</b>	1.1
<b>Approved by Headteacher:</b>	September 2022
<b>Date of Next Review:</b>	September 2025
<b>Distribution:</b>	Website

## **POLICY REVISION AND APPROVAL HISTORY**

<b>Version</b>	<b>Date of review</b>	<b>Date of next review</b>	<b>Comments</b>	<b>Approved by</b>
1.1	Sep 22	Sep 25	New policy in line with revised guidance	Headteacher

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## **1. INTRODUCTION**

Outdoor learning, educational visits and adventurous activities have a vital part to play in the implementation of a rich and compelling curriculum, and in achieving our aims to provide a whole education, promote student health and wellbeing, and inspire students for future employment.

## **2. SCOPE**

This policy applies to all Learning Outside the Classroom activities: educational trips and visits that take students off site or remove students from timetabled lessons, or extend beyond the normal academy day, and to activities involving additional risk management (such as outdoor learning), or activities involving external staff. All these activities are subject to the academy's approval process and must be approved in Evolve before they can take place. This policy applies to all academy staff responsible for the implementation of these activities.

### **This policy does not apply to:**

- Physical Education (PE) activities. Where PE takes place off-site, only the journey to and from the venue is covered by National Guidance.
- Routine travel between home and the academy
- Alternative provision
- External work experience or work-related learning

## **3. AIMS**

This policy sets out the procedures to ensure that all trips, visits, and events are well planned. This policy adopts OEAP National Guidance and government guidance on trips and visits:

<https://oeapng.info/about-national-guidance/>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Relevant Policies:

Academy Staff Conduct

Academy H&S Policy

Academy Minibus Policy

Academy Incident Plan

Academy GDPR policy

Academy Charging & Remissions policy

#### 4. ROLES AND RESPONSIBILITIES

The role of the **Governing Body** is that of a 'critical friend' to enable and ensure the safe and effective running of activities.

The role of the **Deputy Headteacher** is to ensure the academy has policies and procedures for outdoor learning and visits that conform with the trust's guidance, they are responsible for ensuring that academy staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits.

The **EVC** is the establishment's focal point for planning and monitoring visits and outdoor learning. They should work closely with the Deputy Head and with Visit Leaders. The EVC should be an experienced Visit Leader with sufficient status within the establishment to guide the working practice of colleagues leading outdoor learning and visits. Certain functions of the EVC may be delegated to an administrator.

A **Visit Leader** is the person who has overall responsibility for managing a visit, including for the health and safety of participants and staff, and the supervision, welfare, learning and development of the participants. They should work closely with the EVC when planning a visit and are responsible for deploying the Activity Leaders during a visit.

An **Activity Leader** is responsible for the management of a group (or subgroup) taking part in a specific activity within a visit, including for their supervision, health, safety, welfare, learning and development. They are responsible to the Visit Leader.

An **Assistant Leader** supports the Visit Leader or an Activity Leader and may be required to take over from them if necessary.

A **Helper** is a person (normally an adult) who has an agreed role during a visit, but who is not a Visit Leader, Assistant Leader, Activity Leader, or participant. For example, a Helper might be: an inexperienced member of staff; a parent; an apprentice, student or trainee; a carer. Any child or young person acting as a Helper should be regarded as a participant for the purposes of supervision, safeguarding and parental consent.

**External staff** such as an external speaker should be identified within the event planning process and must be approved by the EVC or Deputy Headteacher.

#### 5. THE APPROVAL PROCESS

All LOTc events such as educational trips and visits that take students off site or remove students from timetabled lessons, or extend beyond the normal academy day, and events involving additional risk management (such as outdoor learning activities), or events involving external staff are subject to the Academy's approval process.

This approval process must be carried out in Evolve, it is supported by the EVC and admin staff. The Evolve software facilitates clear communication between staff involved in the planning and approval process. It creates a written record of the planning process as well as a register of the students involved in the activity.

The approval process has two phases. Initially outline approval must be sought, no bookings or commitments can be made without outline approval. If this is granted, then more in

depth planning can be carried out. When all planning is in place the activity must then be submitted for final approval. It is essential that Visit Leaders give sufficient notice for the planning and approval process to be carried out.

**ALL ACTIVITIES MUST HAVE FINAL APPROVAL IN EVOLVE BEFORE THEY CAN GO AHEAD.** It is the responsibility of the Visit Leader to ensure approval has been awarded before embarking on their activity.

As part of the approval process consideration must be given to:

- Cover capacity
- Existing events on the academy calendar
- The nature of the activity
- Risk assessment
- Coronavirus
- Approval and competence of staff to lead activities and visits
- Evaluation of external providers and venues
- Parental engagement and consent
- Student needs, information and data protection
- Finance
- Transport and logistics

### **Cover capacity**

The cover team must grant outline approval for the activity. If there is insufficient capacity the event may not be approved.

### **Existing events**

As part of the planning process the Visit Leader should check the academy calendar for any activities that may clash. Consideration should be given to students preparing for and sitting assessments. Events that impact on the learning of Year 11 and 13 will not be granted from January of their final year unless they are directly related to improving the outcomes of a qualification.

### **The nature of the activity**

Planning and provision should be proportionate and reflect the nature of the activity. Activities range from the routine activities that happen close to the academy and involve no more than an everyday level of risk, to those at a further distance from the academy, or that involve activities or locations that introduce additional risks or require staff with specialist skills.

Off-site events within 20 miles of the academy are considered local and could be staffed by 1 member of staff if all other factors permit this. Events over 50 miles from the academy must be accompanied by at least two members staff. Staffing for events between 20 and 50 miles will be considered on a case-by-case basis.

## **6. RISK ASSESSMENT**

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

Visit Leaders are responsible for understanding the risks and are familiar with the activity that is planned. However, a specific risk assessment is not needed for routine visits. The Academy holds written generic risk assessments to cover these types of events.

When a risk assessment is carried out by the Visit Leader the written document will note the significant findings of the assessment. This must be attached to the event form in Evolve.

The visit leader and visit staff must read and be familiar with any risk assessments attached to the Evolve form relating to the event they are accompanying.

With all adventurous activities run by Macmillan Academy Outdoor Learning, an assessment of significant risks will be carried out. This is backed up by an Outdoor Learning Policy and Standard Operating Procedures. The Academy works to the standards set by the LOTC Quality Badge.

## **7. CORONAVIRUS**

The Visit Leader must ensure that all necessary procedures are in place to meet the current government and academy guidelines regarding Covid. For international trips, parents must be informed of their responsibility to meet the current Covid regulations and that they are liable to cover any additional costs incurred due to Covid, including those for tests, quarantine or cancellation.

## **8. STAFF**

Staff must have the skills, status and competence needed for their role. They should understand the risks involved and be familiar with the activity.

Staff should have undergone Visit Leader training and have experience of supporting a visit before becoming a Visit Leader. Visit Leaders must be accountable, confident, and competent to lead the specific visits or activities for which they are approved.

Where appropriate staff leading activities should hold valid qualifications with a national governing body. Staff holding NGB qualifications must also have an appropriate First Aid qualification to ensure their qualifications are valid.

The staffing ratio for an activity is not fixed and should consider SAGE: competence of **Staff**, the nature of the **Activity**, the needs of the **Group**, and the **Environment** on which the activity will take place. The maximum permissible staffing ratio is 1:20.

Residential trips with both male and female students should be staffed with a mix of male and female staff. In the rare situation where this is not possible parents must be made aware in the trip letter.

Staff on trips and visits must meet the standards of the Academy Staff Conduct policy. The purchase and/or consumption of alcohol is strictly forbidden for staff or students. This includes staff who are having down time and are not actively supervising students.

## **9. EVALUATION OF EXTERNAL PROVIDERS AND VENUES**

External providers and facilities may be chosen to support, enhance or supplement the academy's own resources to maximise the outcomes from a visit. As part of visit planning, any external providers and facilities should be thoroughly researched and judged suitable to meet the establishment's and group's needs and requirements, and relevant safety standards.

A 'provider' means any person or organisation external to the academy contracted to organise and/or lead all or part of a visit or activity. A 'facility' is a venue or resource

external to your establishment which you use for a visit, but which does not organise or lead any part of the visit.

Any provider must meet acceptable standards of quality and safety, including any of the following areas that are relevant to the provider and the planned visit:

- Health, safety and emergency policies and procedures (including measures to prevent coronavirus infection)
- Use of vehicles
- Staff competence
- Safeguarding (including DBS checks if required)
- Accommodation
- Sub-contracting
- Public liability insurance (see below)
- Data protection (see below)

Confirming this may be as simple as checking that the provider holds appropriate accreditation. When the provider holds the LOtC Quality Badge and/or an AALA licence (if required) there is no need to seek further assurances from the provider about the safety of provision.

When a higher risk activity involves an external provider that does not hold suitable accreditation which covers all aspects of its provision, a provider statement must be completed, assessed, and attached to the Evolve form. The aim of the provider statement is to ensure the external provider has the relevant qualifications and competence to carry out the activity.

The Visit Leader should **not** normally ask for copies of providers' risk assessments but should seek any information specifically aimed at helping visit leaders to manage their visit.

The Visit Leader must assess whether a venue should be visited prior to the activity. This will depend on the nature of the activity and the nature and number of students on the trip. Where possible an advance visit should be carried out for unfamiliar venues.

## **10. PARENTAL ENGAGEMENT AND CONSENT**

Parents and guardians are asked to sign a blanket consent form for educational trips and visits when they enrol at the academy. This consent covers all routine activities that occur during the school day.

Parents and guardians must always be informed by letter if their child is taking part on a trip or visit. When the activity requires a higher level of risk assessment or runs outside of normal school hours this must be made clear in the letter. Parents should have the opportunity to withdraw their child from an activity.

Whenever appropriate for high risk, residential and foreign visits, a briefing meeting with parents, guardians and students should be arranged. Expectations regarding behaviour and codes of conduct should be explained to parents, guardians and students.

## **11. STUDENT NEEDS, INFORMATION AND DATA PROTECTION**

The academy believes that LOtC activities can have a beneficial effect on all students and is committed to an inclusive approach. Activities should be available to all, irrespective of special educational or medical needs or protected characteristics. The Equality Act states that a school must not discriminate against a young person because of one or more of the

protected characteristics. There is a duty to make reasonable adjustments. Staff must have due regard to equality considerations whenever significant decisions are being made or policies developed. Consideration must be given to the equality implications from the start of the planning process, not as an afterthought.

Visit leaders should be aware that transgender students on residential visits may need support to resolve issues around accommodation, changing, toilet and showering arrangements. A solution should be agreed with the individual and parents on a case by case basis. Practical arrangements may include: access to neutral gender toilets; showers of the identified gender used by agreement at alternative times; a separate bedroom; a shared bedroom with other transgender young people of the same biological sex, or with friends where there is trust and understanding; sensitivity around changing areas. Agreement should be sought before any communication regarding shared rooms or facilities is made with other students and parents. For more advice please staff should read section 4.4 of the OEAP national guidance or contact the academy safeguarding team.

Medical information is available for all students through both Evolve and SIMS. It is the responsibility of the Visit Leader to assess the needs of all students on their visit and to ensure that these needs are met. When appropriate the visit leader must brief visit staff on the visit regarding the individual needs of students.

Visit packs with essential information on students are required for all international, daytime, residential and overnight activities. Information about staff and participants, including recognisable photographs, is subject to data protection law. Visit packs contain personal information and must be always kept secure. At the end of the visit all packs and personal information must be disposed of securely in confidential waste, or deleted from email.

Visit staff must meet the requirements of the academy GDPR policy with respect to data handling and the taking/storing of images of students.

## **12. FINANCE**

The academy follows government and national guidance set out here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

<https://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity>

The vast majority of activities run by the academy are offered at no cost to students. The academy may ask for a voluntary contribution from parents to support an activity.

The academy must not charge for:

- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Transport provided in connection with any educational visit of this type.
- Supply teachers to cover for teachers who are away from school on a visit.

The academy may charge for activities that are 'optional extras' such as:

- Education provided outside of school time that is not:

- a) Part of the National Curriculum.
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- c) Part of religious education.
- Board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those that qualify children for Free School Meals).

The Visit Leader is responsible and accountable for the finance of the visit, including the budget and any petty cash taken on the visit.

The Visit Leader will ensure best value principles are used when purchasing goods and services, that appropriate checks are made, that insurance and financial procedures have been followed.

No bookings may be made with third parties without approval of the Deputy Headteacher (Operations).

When Academy monies are taken on a visit receipts must be presented back to the Academy for any amounts spent. All planned spending on a LOtC activity must be approved in advance. Consideration will be given in exceptional circumstances.

### **13. TRANSPORT AND LOGISTICS**

Staff must be approved drivers to use any of the Academy minibuses. Approval is renewed annually.

If multiple vehicles are to be booked, a record of the students and staff travelling in each vehicle should be made in Evolve. Each vehicle must have sufficient staff to supervise the students. Each vehicle must have a copy of the visit pack.

A record of departure and arrival times must be made in Evolve.

Use of personal vehicles is permitted providing that the member of staff is an approved driver and a number of specific documents have been submitted to the Academy in advance. Staff must provide the Academy with copies of DVLA car registration & MOT if applicable, driving licence and business insurance. Students will not travel alone with a member of staff.

On the day of the visit:

- Collect visits pack, first aid, mobile phone, food, water, etc.
- Brief visit staff on the aspects of the visit and the students.
- Brief students on the visit, include expectations regarding behaviour and conduct.
- Mark the register in Evolve.
- Leave a register of students and staff at reception.
- On visits that span more than one day the Visit Leader should check in with the Deputy Headteacher or member of the senior team acting as contact daily.
- On return to the academy check in at reception.
- The visit leader is responsible for the safe dismissal of students.

#### **14. IN CASE OF EMERGENCY**

Visit Leaders must always carry a mobile phone.

In the event of an incident or emergency the Visit Leader should follow the agreed Macmillan Academy Emergency Procedure.

- Assess the situation, incident or accident
- First Aid, Life Support, Group Management
- Emergency Services 999 (Police, Ambulance, Mountain Rescue as needed)
- Contact Academy Emergency Contact
- Academy Emergency Contact takes responsibility for contacting parents or next of kin

All accidents and incidents should be reported using the standard Macmillan Academy incident reporting system upon return.

Staff and students should be encouraged to report "near-misses" (as a note on the event form in Evolve) and these should be investigated to aid the "risk assessment" process.

#### **15. OVERDUE GROUP PROCEDURE**

This guidance is applicable to all who are involved in supporting the management of Learning Outside The Classroom, including, staff on reception & Security.

All learning outside the classroom experiences that take place away from the Academy site must have a due back time recorded in the daily log (normally located at reception).

It is the responsibility of reception then Security (out of hours) to check that groups return.

If a group is not back within 30 minutes of the expected time, immediately try to contact the Visit Leader using the contact numbers in the Daily Log.

If contact is made, adjust the Daily Log as appropriate.

If contact is not made follow the Emergency Procedure.

It is the responsibility of the Visit Leader to contact the Academy if they know they are going to be late. Also, when estimating the return time staff should be generous with the time needed to allow for bad traffic.

#### **16. MONITORING**

The Deputy Headteacher and EVC should carry out a regular review of the activities held in the previous term and complete field observations of activities during the course of the year.

#### **17. EVALUATION**

It is good practice that the Visit Leader writes an evaluation of the activity. This should be added to the notes section in Evolve and marked for the attention of the EVC and Deputy Headteacher (Director of LoTC).



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