


Changes

Version	Date	Amended by	Recipients	Purpose
1	November 2021	EVC & BM	TRI staff	Creation
2	October 2023	EVC & BM		2 yearly review

Approvals (2 yearly)

Version	Date	Approved by
1	November 2021	Headteacher (EBA)
2	October 2023	Headteacher (EBA)

Introduction

The school recognizes the value of school trips and visits and this policy has been prepared to enable trips and visits to be run, where appropriate, in an organized and safe manner. By following the procedure stated within this policy all those involved in trips (students, parents and staff) should have confidence that they will be run with both the safety of all parties concerned, and maximizing the benefits of the trip in mind.

Equal opportunities: The benefits of school visits and trips take many forms. Trips should primarily have an educational focus but other important benefits include developing lasting friendships, having fun, learning independence, being part of the school community, experiencing a sense of adventure and awe as well as helping to develop an understanding of an academic topic.

It is essential that all students have these and other opportunities and that recognition is given to the need for positive action to support the inclusion of students who have previously not had such access.

Agreeing Visits

School visits

- All trips must be planned and run through the school's trip management software, EVOLVE.
- All visits must be agreed in advance with the Head teacher or Deputy Headteacher in his absence through the school's trip management software, EVOLVE.
- All forms on EVOLVE (see appendices) must be completed.
- All guidelines on the forms must be followed carefully.

Visits to School

- Any curriculum visitor to school must be approved in advance by the Headteacher or Deputy Headteacher.

Principles

The visit must arise out of the academic or pastoral curriculum. Trip organisers must be able to demonstrate:

- The relevance of the visit to the Schemes of Work/Programmes of Study
- How the visit will enrich the learning experience
- That relevant preparation work has been done in making materials, worksheets, etc.
- That the visit offers enrichment to and is open to all appropriate students irrespective of financial position.

- It is recognised that some visits will be specific to a particular group (e.g. an identified girls group or a mixed age music group) but that all the academy students will have experienced a wide range of visits irrespective of gender, abilities, ethnicities or mobility difficulties by the end of their time at Trinity Academy.
- The organisation of the document will comply with the regulations laid down in this document.
- All visits must have a completed risk assessment form, approved by the Headteacher

Process / Procedure

The policy of the school will be to draw upon the vast resources available in Bristol, elsewhere in the UK and abroad. Where the DfE or Bristol City Council has issued guidance concerning the conduct and organisation of off-site visits, activity organisers should ensure that they pay due heed to such guidance.

Insurance

When a trip is undertaken as a part of the normal school curriculum, even though it is conducted off the school premises, the insurance arrangements for the school will prevail.

There are many types of insurance that it might be necessary to acquire depending on the type of activity to be undertaken: public liability; employers' liability; personal accident cover for all adults including teachers; medical treatment costs; specialised activity risks; evacuation for medical reasons when abroad; loss or damage of hired equipment; emergency costs including accommodation and transport; compensation against cancellation or delay, loss of personal possessions, baggage and money; legal assistance in the recovery of claims; failure or bankruptcy of an agent or travel company; travel abroad.

Much of this is covered by the school's main policy but activity organisers should always check to ensure that appropriate insurance cover is provided before a trip is undertaken.

Where a tour operator is used the type and extent of the insurance provided must be ascertained.

We always recommend that parents take out private medical insurance for maximum protection.

Emergency plans and procedures

All staff and adults accompanying a visit should be familiar with the requirements of this policy and, where necessary, have practised the procedures involved (see appendix 5). Emergency plans must be made for every group making an off-site visit.

Licensed activities

The Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a license are:

- caving (including exploration of disused mines, cave diving and potholing);
- climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower;
- trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) of moor land or mountain country;
- watersports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 meters across or is known to be turbulent.

A license holder has demonstrated that the Licensing Authority is satisfied that appropriate safety measures have been taken for the provision of the activity licensed. The presence of a license does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, headteachers should ensure that the provider is licensed.

The school staff (and designated volunteers) accompanying the activity retain overall responsibility for the students throughout the visit even when the students are being instructed by a member of the provider's staff.

The Licensing Authority is only required to license those activities that come under the auspices of the Act. Not holding a license does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a license, the school should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

Visits organised by third parties

Package deals are often a very attractive option for schools when intending to undertake an off-site activity. This particularly applies when visits abroad are to be made. The headteacher must be sure that the package is appropriate to the needs of the school and that insurance cover is sufficient. If necessary, additional insurance should be bought. Parents should always be informed of the amount of insurance cover available through the agent. The option to purchase additional cover might be made available by the agency. The headteacher should ensure that where the

journey is abroad the company is able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments.

Students with special medical needs

Students requiring specific medical needs are to take part in an off-site activity, the school should ensure that any protocol established between the school, the parents and the student's GP extends to the differing circumstances of that activity. For example, it may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the student concerned, the school must give careful and serious consideration to the student being included in the activity.

When the school is undertaking a residential visit, parents should be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If parents are unable to give this authorisation, the headteacher may decide that the resultant risk to that child precludes them from taking part. If a student is included in the party where parents have been unable to give authorisation, a clear unequivocal statement should be supplied by the parent for any medical practitioner that may find themselves looking after the student's medical or surgical needs.

After the visit

Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.

The standard accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted in serious injury.

An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider.

Code of Conduct and Behaviour

On all visits students should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. As far as possible, normal School rules apply as outlined in the school's Behavior Policy.

For visits involving overnight stays and overseas visits students and parents should agree to the following as a minimum:

- Students carrying out the instructions of the Group Leader and staff at all times.

- Local and National laws apply at all times

Expectation for trips abroad

When traveling abroad it is expected that:

- The hotel is asked, in advance, to remove the contents of any mini-bar that private rooms may have.
- At least two members of staff must be alcohol free at all times.
- In mixed groups, girls and boys may not enter each other's rooms.
- Students are reminded not to carry, have in their possession or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon.
- Students are not permitted to smoke or drink alcohol, regardless of local or national laws.
- Students must adhere to all deadlines and be in their rooms at the time stated by the Group Leader. (Group Leaders must make proper arrangements to check this with frequent roll calls)

Repatriation

For foreign visits parents should be told that in the unlikely event of a gross breach of the code of conduct, a student might be repatriated. This would be the decision of the Group Leader and in consultation with the School 24/7 Contact and the SLT. Repatriation would be at the parent's expense.

Remote Supervision

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for students. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for students, emergency procedures and how contact with staff can be made. It is good practice to issue students with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. On expeditions students should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any periods of 'remote supervision'.

Passports, Visas and GHIC

Group Leaders should make a copy of all passports, visas and GHIC, and retain a copy throughout the visit. A second copy should be given to the EVC (Educational Visits

Coordinator) and or 24/7 School Contact before departure. For trips in Europe all students should have an GHIC (the successor to the EHIC).

Exchange Visits

It is good practice to draw up a protocol with the host school in order to ensure that an agreed health and safety policy is adhered to by host families and that all the families involved are aware of the content of the protocol.

Meeting with Parents and Students Before Departure

It is good practice to invite parents of students going on a visit, accompanied by the students themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially to overseas visits.

Parental Consent

No student may go on a visit without parents having given their written consent by signing the consent form. Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any period of 'remote supervision' and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. (Longer and overseas visits) Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (Normally if a student needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent. Paracetamol should not be given to a student who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.)
- Full contact details of the hotel/place of residence (Longer and overseas visits) and group leader.
- The Code of Conduct for the visit (longer and overseas visits).
- A copy of the risk assessment (for overseas visits or major expeditions) or a summary of the risk assessment where more appropriate.

The signed consent forms should be retained by the Group Leader throughout the visit. A copy of the set of consent forms must be given to the EVC (and or the 24/7 School Contact) before departure.

All staff should be given and retain through the visit a list of staff and students on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas

visit. This information will only be held for the duration of the trip and will then be securely disposed of.

Reporting Incidents and Near Misses

It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the EVC and also through the procedure set out in the school policy for reporting accidents. If you have any area of Health and Safety concern you must report it to the EVC immediately on return.

Report on Visits

Accompanying staff are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the EVC, to enable good practice to be maintained. Staff are also invited to share details of your visit and photographs on the school website, in line with the school's policy and requirements for consent when using photos.

Volunteers for School Trips and Activities

The success of an educational visit often relies upon the good services and willingness of volunteers to accompany the trip. The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities.

Volunteers who are engaged in formal, regular contact with students (e.g. through library duty, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure.

Volunteers (including parents) who may be considered by the school to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a DBS disclosure. It is an offence for any person barred by the DBS from regulated activity with children to seek to volunteer for such activities.

Volunteer helpers have the same responsibilities as teachers on the trip and are responsible to the activity leader and must follow his/her instructions. Where the school has been able to identify volunteers well in advance of a visit, opportunities should be found for those volunteers to meet the students and get to know their names.

Exchange Visits

Parents who intend to host and provide residential accommodation to students from Trinity Academy's exchange school partners are not subject to DBS checks since Vetting and Barring Scheme legislation regards them as private foster parents for stays of less than 28 days, that they are unpaid and that the parents of the exchange

student agree to the choice of the host adults (DFE (formerly DCSF), December 2009). Trinity Academy's exchange school partners work closely with us to establish suitable hosting arrangements and, by taking part in the exchange, the parents from our partner schools confirm that they are content with the selection of host families, while retaining the right of veto at any stage.

Students on exchange visits **may only be released into the care of an adult**. Parent Volunteers who assist the School in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the school's guidance for their involvement. This guidance states that:

- Parent Volunteers will receive a copy of the Safeguarding and Child Protection Policy in advance of their involvement and will provide formal evidence to the school that they have received, read and understood this policy.
- Parent Volunteers cannot be included in the staff: student ratio for any trip or activity.
- Parent Volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity.
- Parent Volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity.
- The member of staff in charge of the trip or activity where Parent Volunteers are involved must make reference to their involvement and the guidance given to parent Volunteers in the Risk Assessment prepared in advance of the trip or activity.

If a member of staff in charge of a trip or activity has any questions about the guidance given above they should contact the EVC or the appropriate Designated Safeguarding Lead.

Appendix 1	Category of activity
Appendix 2	Risk Assessment Form
Appendix 3	Trip Planning Checklist
Appendix 4	Trip Review
Appendix 5	Emergency plans
Appendix 6	Trip flow chart

Appendix 1 Category of Activity for Educational Visits

When assessing the most appropriate category in which to place an activity, account must be taken of various factors, including:

- The ages and abilities of the students involved
- The environment and site of the activity
- The prevailing or forecasted weather conditions
- The experience and qualifications of party leaders and supervisory staff
- Any special needs

The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates. If in doubt, please contact the Education Visits Coordinator (E.V.C.)

Category A comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around.

For example:

- Visiting local libraries, museums, exhibitions, theaters, concerts
- Attending musical/arts events, festivals – on same day events
- Field study visits in environments presenting no technical hazards
- Visits to Swimming Pools where correct ratios of lifeguards are on duty
- Farm visits
- Zoological gardens, nature reserves and National Trust type properties
- Access to off-site playing fields, sports facilities, 'away' fixtures, and local walks, surveys, census gathering exercises

Category B comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of **Category A**.

For example:

- Orienteering in local parks or woodlands
- Walking, jogging, cycling (on or off-road), in non-remote countryside
- Local, low-level camping trips where basic facilities are available on site
- Field study work in non-remote upland or coastal areas
- Team building/problem solving exercises, low level (up to a height of 1.25m) rope courses and 'assault' course circuits
- Visits to major cities in the UK, visits to theme parks
- Horse riding/ pony trekking in non-remote areas
- Sponsored walks and large scale events where many people participate or watch

Category C comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **four generic groupings** covered by the Adventure Activities Licensing Authority. These groupings are: climbing, caving, trekking and water based activities.

For example:

- Climbing plus abseiling, the use of artificial climbing structures
- Caving plus mine exploration, cave diving
- Trekking plus piste skiing & artificial dry-slope skiing
- Water-based activities: canoeing, kayaking, sailing, offshore cruising, windsurfing, rafting, sub-aqua & snorkeling, water & jet skiing, paddle surfing, dragon boating, gorge walking and **open water swimming**.

Additional Category C activities include:

- Remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions)
- Overseas visits & exchanges and overseas expeditions
- Motor sports, quad biking, motorbike scrambling
- Air-bourn activities (excluding commercial flights) i.e. gliding, hang/paragliding, parachuting
- Hybrid activities combining elements of rock & water i.e. gorge/ghyll scrambling, canyoning, sea traversing, 'coasteering'

- Archery
- Combat activities i.e. self-defense, judo, fencing, boxing, wrestling, martial arts (visit www.baalpe.org for guidance)
- Pistol and rifle shooting, paintballing
- Fishing: inland waters, coastal & sea venues

Staff or managers should be certain of the educational benefits for their students of such activities as paintballing, pistol/rifle shooting etc. when undertaking their risk assessment.

Appendix 2 Risk Assessment Form (available on EVOLVE)

RISK ASSESSMENT FOR: <i>Trip Name</i>		DUTIES: - <i>Responsibilities of Staff/Adults employing risk assessment</i>
Establishment: <i>Trinity Academy</i>	Assessment by: <i>Trip Leader</i>	Date:
Risk assessment number/ref: <i>For EVC/Office use</i>	Manager Approval: <i>Manager/EVC</i>	Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Action by who?	Actioned when?	Risk Acceptable Y/N	What further action is necessary?
<i>Detail hazards that might be encountered during visit – Can be simple (See example below)</i>	<i>Detail risks that are associated with this hazard and who those risks effect (See example below)</i>	<i>Explain precautions that are being put in place to mitigate these risks (See example below)</i>	<i>Staff Initials</i>	<i>Detail who is responsible and when e.g. night duty/lunch duty</i>		<i>If risk is still at an unacceptable level and unmanageable, detail any further action needed to make this risk safe</i>
	•	•				

<i>Add as many rows as appropriate</i>						
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Emergency Contact Details: *Name, Role and Number*

Alternate Emergency Contact Details (if necessary): *Name, Role and Number*

Assessment Review Date [*For EVC/Office Use*]

Usually within one year, or earlier in the event of an incident, a change in conditions or if a more frequent review is warranted

Appendix 3 Trip Planning Checklist

Trinity Academy – Trips Checklist

Trip Leader to liaise with:

SBU; Comms; SLT; Finance

<u>Action</u>	<u>Completed</u>
<i>Pre-visit (1+ months before)</i>	
Calendar request submitted via Google Form: (Link here)	
Calendar request approved by SLT	
Outline Approval forms submitted via Evolve SBU to update central calendar	
SBU Outline Approval via Evolve	
Trip Leader to request cover for all staff involved to Cover Admin	
Review of Trip costs and financing using the Trip Costs Spreadsheet with support, where necessary, from Finance (CTS or TGR)	
Trip leader to write letter (which includes consent and costs and payment details where appropriate), email admin to be checked and put on headed paper. Emailed to parents/carers - Comms to email trip leader to confirm letter sent	
Students going to be shared with First Aid Lead (KHU) to produce Student list generated with medical needs	
Student attendee list checked with SEND department for advice	
Trip leader to write Risk Assessment and upload to Evolve. SBU can advise on this	
First Aid Kit agreed/booked	
Relevant travel requirements booked - Email JFI for minibus availability or Click HERE for list of coach companies	
All details completed on Evolve and sent for Approval	
Discussion in LM about trip with SLT and troubleshoot any concerns. SLT made aware through morning briefing / Weds operational if further discussion reqd.	

<i>Pre-visit (<1 week before)</i>	
Check parents/carers have given their consent for the trip	
Staff briefing for those going on the trip to include copies of the Risk Assessment. Reminder of the importance of keeping secure any personal data such as class lists being taken off site.	
Cover work set by all staff involved	
Itinerary handed to SBU	

Trip phone has been collected from the Operations Office and is fully charged (day before) / Collect minibus keys if required	
Evolve paperwork has been printed off.	
A student register has been printed.	

<i>On the day of the visit</i>	
SLT overseeing trip ensures team running trip have SLT number and are ready.	
Registers taken with a copy handed to the Attendance Officer before the trip leaves	
Check list for the day completed	
Expectations explained to students, in line with the risk assessment (this should involve a pre trip assembly where appropriate)	
On return, email sent to SBU to confirm all is well.	

<i>After the visit</i>	
Feedback/Evaluation of trip completed on Evolve	
First Aid Kit/Trip phone returned	
Any documents/registers securely destroyed	

Appendix 4 Trip review

On your return please please can you complete the review and evaluation forms on the EVOLVE software which are shared directly with the EVC.

Appendix 5 – Emergency Plans

Four fundamental matters must be considered:

1. Emergency action

Should an incident occur, action must be taken to retrieve any situation using the appropriate rescue services. When an emergency occurs, the teacher in charge should follow set procedures which will include:

- a) Taking steps to safeguard against further incidents by isolating the group from the scene; 2. administering first aid or immediate action to prevent further injury or trauma;
- b) Accounting for all members of the party, by checking the group list;
- c) Sending for immediate help;
- d) Ensuring that all accompanying adults are informed of the accident and the action that has been taken;
- e) Ensuring any injured student is accompanied to hospital by a responsible adult who has the authority to agree to treatment;
- f) Making appropriate arrangements for the other students.

2. Communications

- a) Immediately inform the headteacher and/or the link person giving full details of the incident. The group leader should control information by restricting access to telephones until communication has been made with the headteacher or link person.
- b) Ensure all parents have been informed.

3. Media cooperation

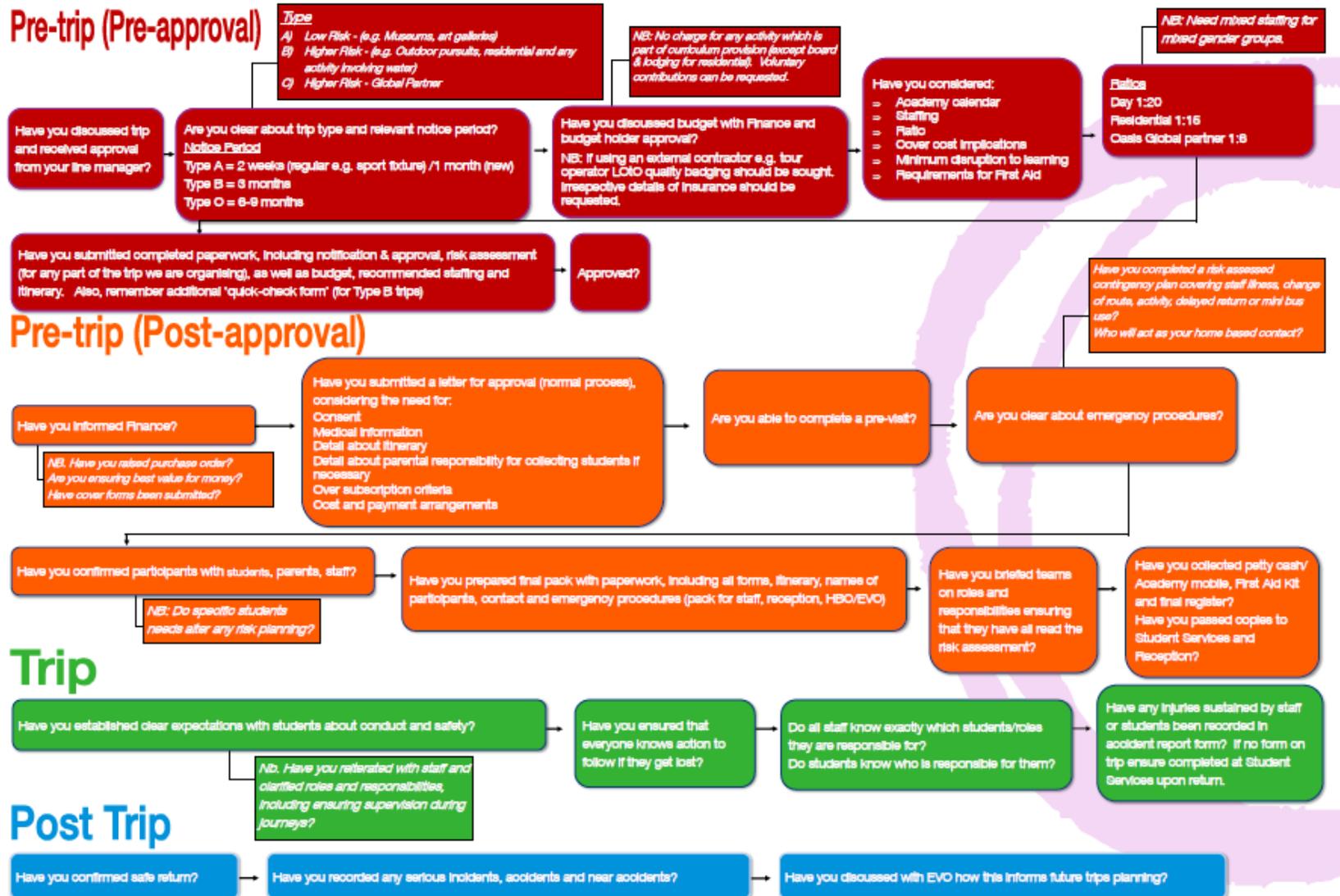
Any incident may attract media interest.

- a) Only the group leader should make comments and only the basic facts should be given.
- b) Names should never be released.
- c) Care should be taken in the preparation of any statement as legal action might follow an incident. (An ill-considered statement from a young person or adult member of the group may be inaccurate, excessively emotional and may prejudice any later inquiry.

4. Reporting

- a) As soon as possible, whilst events are still fresh in everyone's memory, the group leader should begin to compile notes ready to formulate an official report.
- b) Note should be taken of the witnesses names and addresses.
- c) A full and comprehensive report must be prepared and Health and Safety at Work reports should be produced as necessary. (RIDDOR.)

Appendix 6 – Trip flow chart



Appendix 7 - Government guidance on educational visits (Sept '21)

Educational visits

Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.

From this term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. You should refer to the [Foreign, Commonwealth and Development Office travel advice](#) and the [guidance on international travel](#) before booking and travelling.

You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. [General guidance](#) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel \(OEAP\)](#).