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## Educational Offsite Visits Policy

December 2017

All school policies are reviewed by Governors annually

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### Rationale

Bournside operates a major programme of educational visits. The school fully recognises that this enriches the diet we are able to offer our students immeasurably, providing opportunities and challenges beyond the classroom and adding a vibrant dimension to our provision. Staff are encouraged and supported in their planning of a full range of experiences for students that take place beyond the classroom.

This policy is written in the context of:

- the Local Authority offsite visits manual
- the DfE 'Keeping Children Safe In Education' document
- the school's Equality and Diversity policy
- the school's Charging and Remissions policy

### Aims

- To provide a programme of trips and visits that supports, extends and enriches the school curriculum and encourages the development of life skills for all students
- To implement procedures that ensure the health and safety of students and staff on trips and visits
- To establish criteria that manage any disruption to the daily life of the school and timetabled lessons

### Health and safety

This is of primary importance on all trips and visits.

- All trips and visit must be approved in advance by a member of the SLT who is a trained off-site Educational Visits Co-ordinator (EVC).
- Staff must give the EVC at least 6 weeks' notice minimum in total of a proposed educational visit by submitting a proposal form, including 2 weeks' notice after submitting a planning form and risk assessments to ensure a due diligence checking process can be undertaken.
- Risk assessments must be completed for all trips and must include management measures for students with medical care plans.
- For trips involving overnight stays, travel overseas or potentially hazardous activities details are entered on the Local Authority *Quality Education Solutions (QES)* website for advice and/or comment.
- The number and nature of staff accompanying any trip must be agreed with the EVC. The staff should normally work at Bournside as a teacher, teaching assistant, cover supervisor or a volunteer appointed by the school. Specific training will be required for some trips. PGCE students often accompany trips during their placements at Bournside. Any plans to take other adults on a trip must be discussed fully with the EVC well in advance of the event as child protection guidelines must be followed and it may be necessary to obtain Disclosure and Barring Service (DBS) checks.
- A School Contact Person (SCP) must be nominated for any trip that includes time outside the school day. The SCP must have the full itinerary and know how to contact the party. He/she should have a list of all participants. For all overseas/Category 2 visits, the SCP must be a member of the SLT. Wherever possible, the second SCP should be a member of the SLT – essential for all overseas visits.

- For all trips that take students out of registration and/or lessons, the group leader must leave an information sheet at Reception. The information sheet should include:
  - Destination
  - Trip leader contact details
  - Expected return time
  - List of students
  - For trips where any part of the trip takes place outside of school hours, details of the SCP (School Contact Person).
- The group leader must take with them on the trip:
  - More than one copy of all the parental emergency contact and medical consent forms. (A second member of staff must also have these).
  - The medical care plans for any students who have one.
  - Details of how to contact the school contact person(s).
  - A first aid kit
  - A school mobile phone: bookable on the school's booking system.
- When travelling by coach, staff should be seated throughout the coach to minimise the possibility of all staff being incapacitated in the result of an accident.
- Students will be expected to conform to the student code of conduct for trips and visits. Staff will implement the agreed staff guidelines for student behaviour on trips and visits.
- Students may not be permitted to take part in an off-site activity if they have shown a lack of co-operation with members of staff or have behaved in a careless way that could endanger themselves or others.
- Any incidents or accidents must be reported through the school's normal systems.

### Communication with Parents

- Communication with parents is only required when the educational visit will not be entirely within the time of the school day, in accordance with LA guidelines. However, parents are informed of all school trips that take their son/daughter(s) out of school even if entirely within the school day. The only exception to this is the use of the occasional visit protocol in the Sixth Form where parents/carers give their consent in writing to the Sixth Form team allowing their son/daughter(s) to leave site for a local visit without the further need for a letter. This is done annually. If no consent is given, then written permission is sought for each and every visit.
- Letters must follow a school pro-forma and include details on timings, activities, insurance and costs. All letters must be approved by the EVC before being issued.
- The letter will outline the selection process to be used in the event of the trip or visit being oversubscribed.
- An information evening for parents will be held for all overseas / residential visits.
- Parents will be required to agree to the school's code of conduct for students on trips and visits and complete an up to date medical form prior to their son/daughter commencing the trip/visit.

### Insurance

- All UK trips and visits will be covered by the school's annual travel insurance. The only exception to this is for particularly adventurous/potentially hazardous trips or where insurance is also offered by any tour operator or activity provider. The EVC can provide advice where necessary on this as can the Insurance department of the Business Centre.
- If a staff member uses their car to transport students, insurance is provided through the school's annual trip insurance.
- The package (and hence price) of all overseas trips and visits will include full insurance. This must be incorporated into the budget for all overseas trips. The EVC will ensure that this is the case when the LA EGO paperwork is completed ahead of it going to the LA for review. This is easily organized via tour operators. Parents will be given a copy of the insurance policy for all overseas trips and visits for their reference.
- The only exception to this is for trips overseas where a tour operator is not used due to the nature of the trip, for example for school exchanges and MFL trips. In these cases the protocol is:

- The trip organizer discusses this in principle with the EVC.
- The EVC sources a provisional quote for insurance from an external provider.
- If the EVC is confident that the level of cover is sufficient, the trip organizer will contact the external provider to detail the activities that will take place and agree a confirmed price.
- This cost will be planned into the budget and hence price charged for the trip.
- The trip organizer will liaise with the Finance department for payment as with all other invoices relating to the trip.
- A copy of the insurance policy will be included in the LA EGO paperwork.

### **Charging**

- Please refer to the Charging and Remissions Policy.

### **Minimising Disruption**

In order to control disruption to lessons for both staff and students the following guidelines are applied:

- The proposed outline programme of trips and visits is agreed and published at the start of the school year. The programme is monitored by the Governing Body.
- All trips and visits which take place during school terms must have clear curricular links or form part of the agreed programme of Outdoor Education activities.
- Individual members of staff should not normally miss more than 10 days of teaching for trips and visits during the academic year and never more than 5 days consecutively.
- Trips are avoided whenever possible during September and during the last weeks of term before the Christmas, Easter and Summer holidays. Year groups are not allowed to participate in trips during the period leading up to internal or external examinations (this includes trips during school holidays).
- Disruption to Year 11 lessons is minimised at all times.
- Disruption to 13 lessons is avoided where possible after Easter or 31 March whichever comes later.

### **Further information**

- Staff must follow the specific procedures for organising a school trip, including requirements for transportation of students outlined on the Frog site, 'Educational Offsite Visits'.