



NORTH BIRMINGHAM ACADEMY

TRIPS, VISITS AND JOURNEYS POLICY

Visits and recreational trips are vitally important to the life of the Academy and we are grateful to any teacher who organises visits and trips. The Academy recognises that Academy journeys provide a valuable feature in the education of students. Where a journey takes place in academy time the benefits have to be weighed against the loss of time spent in normal lessons by the students involved and the loss of teaching for groups left in academy. A journey should only take place in academy time where its clear purpose is to enhance and support the normal Academy curriculum.

The aim of this policy is therefore to support, and not constrain, the proper organisation and safe conduct of visits.

A number of things need to be understood when contemplating an Academy journey, visit or trip.

Duty of care in loco parentis responsibility of teachers

Teachers who take students out of Academy on an Academy journey or visit are responsible for all students in their care, just as they are in Academy during Academy hours. The teacher's duty of care has been described as in 'loco parentis', i.e. the standard of care of a reasonably careful parent. This standard means that teachers have an obligation to take all reasonable measures to ensure that no student is exposed to unreasonable risk.

Out-of-Academy journeys, visits and trips are usually popular and enjoyable activities. However, the fundamental point about out of Academy events is that the teacher / student relationship remains in place. The management of the Academy and staff involved have a professional and legal responsibility for the safety and success of the event. 'Extra curricular' does not mean outside the normal standards of care and attention.

About this document

This document contains extracts and summaries regarding current legislation relating to Academy journeys and visits, as well as the internal process at the Academy.

This document must be read and understood before contemplating an Academy visit or journey. The Academy procedures must be followed.

Roles and responsibilities

The local governing body and the Principal have overall responsibility for academy journeys and trips. Visits involving overnight stay must have their approval before the visit takes place.

The SLT is responsible for overseeing the organisation and running of Academy journeys and trips.

The LEA and DCSF has very strict regulations regarding educational visits of all types and these regulations MUST be adhered to ensure safety for students and to give protection to staff.

The SLT including journeys and visits would have to be satisfied that the group leader is competent to monitor the risks throughout the visit and that:-

- 1) Adequate child protection procedures are in place;
- 2) All necessary actions have been completed before the visit begins.
- 3) The risk assessment has been completed and appropriate safety measures are in place.
- 4) Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- 5) The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- 6) The group leader or another teacher suitably competent to instruct the activity and is familiar with the location / centre where the activity will take place;
- 7) Group leaders are allowed sufficient time to organise visits properly;
- 8) Non-teacher supervisors on the visit are appropriate people to supervise children;
- 9) Ratio of supervisors to pupils is appropriate;
- 10) The Senior Teacher `cover has approved the visit, if appropriate;
- 11) Parents have signed consent forms;
- 12) Arrangements have been made for the medical needs and special educational needs of all the pupils;
- 13) Adequate first-aid provision is available;
- 14) The mode of travel is appropriate;
- 15) Travel times out and back are known including pick-up and drop-off points;
- 16) There is adequate and relevant insurance cover;
- 17) They have the address and phone number of the visit's venue and have a contact name;
- 18) An Academy contact has been nominated (this may be the Principal) and the group leader has details;
- 19) The group leader, group supervisors and nominated Academy contact have a copy of the agreed emergency procedures;
- 20) The group leader, group supervisors and nominated Academy contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and teachers and other supervisors next of kin; There is a contingency plan for any delays including a late return home,

Charging and remissions statement

“The Governors have determined that a voluntary contribution will be levied from participants on Academy journeys and trips. If there are insufficient contributions the visit will not take place. However, no student will be prevented from participating by lack of contribution. If a visit is necessitated by an examination syllabus the student contribution is limited to the cost

of board and lodging. No student will be prevented from participating in such a visit through lack of funds."

Family income support and family credit

Families on 'Family Income Support / Family Credit' are no longer entitled to financial support from the Authority or the Academy.

If a family has great financial need and cannot afford visits or journeys that are a necessary part of a course, staff should see SLT responsible for Trips. (He will then consult with SLT and a proposal put to the Local Governing Body to try and get financial support).

Finance

The current policy with regard to the financing of such activities states that it should be financed out of capitation and not by parents. In this case, capitation means a small fund, specifically for this purpose. Parents may be invited to make 'voluntary contributions', but there must be no pressure or discrimination against any who decline. It must therefore be borne in mind that should parental contributions be invited, and should there not be sufficient funds available from the Principal's fund to meet any consequent shortfall, the trip may have to be abandoned. In any case, every care must be taken to ensure that no student or parent is embarrassed by not being able or willing to make such a contribution. This does not apply to visits organised for social or other 'non-curricular' reasons.

Safety

Because of the adverse publicity and pressure received whenever anything "goes wrong" with an Academy trip, it is vital that all journeys and visits be properly administered and supervised. All staff (or adults) involved in journeys / visits must be aware of their insurance 'cover' and liabilities before committing themselves to take part. They must also follow the guidance outlined in the letter to parents and procedures with regard to accidents, etc. All arrangements for journeys should be made through the Academy. Teachers must not make private arrangements with students. Not only will both the member of staff and the students have no insurance cover, staff also run the risk of their motives being misinterpreted.

Cover

Because of the interference with the normal daily routine of the academy and the curriculum of those either taking part or left behind, to say nothing of the extra work, will inevitably fall on your colleagues (e.g. covering your tutor group, classes or duties) it is essential that all the various administrative requirements are satisfied (e.g. Permission slips, consultation with Curriculum Coordinators/Subject Leaders SLT etc.

Insurance

All academy journeys and trips must be covered by insurance. Please check the insurance details with the SLT including journeys and visits - prior to completing arrangements.

Planning in good time

All Academy journeys, visits and trips, must be planned in good time and the Academy guidance on the amount of time followed. Sufficient notice must be given.

Staffing ratio

The correct ratio of staff to students must be adhered to. The staff leader must always be a qualified teacher and member of the Academy teaching staff.

Supervision of visits

The leader must be an Academy teacher. Mixed gender parties must have mixed gender staff. There must be a code of practice laid down for the visit, known to both students and staff. If students are working away from staff, emergency contact points must be established. Party leaders must travel with students. A student count must be taken at appropriate times, especially on return to vehicles / transport. On return, check vehicles for property left and for damage.

The role of the group leader

The group leader has overall responsibility for the supervision and conduct of the health and safety of the group. The group leader must be a teacher from the Academy The group must:

- 1) Obtain the prior agreement before any off-site visit takes place from the SLT including visits / trips.
- 2) Follow the Academy Journey Policy.
- 3) Appoint a deputy;
- 4) Clearly define each group supervisor's role and ensure all tasks have been assigned.
- 5) Be able to control and lead students of the relevant age range;
- 6) Be suitably competent to instruct students in an activity and be familiar with the location / centre where the activity will take place;
- 7) Be aware of child protection issues;
- 8) Ensure that adequate first-aid provision will be available;
- 9) Undertake and complete a comprehensive risk assessment;
- 10) Review regularly undertaken visits or activities and advise Principal where adjustments may be necessary.
- 11) Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- 12) Have enough information on the pupils proposed for the visit to assess their suitability has been assessed and confirmed;
- 13) Ensure that the ratio of supervisors to pupils is appropriate for the needs of the group;
- 14) Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- 15) Ensure that group supervisors have details of the Academy contact;
- 16) Ensure that group supervisors and the Academy contact have a copy of the emergency procedures;

Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;

17) Observe the guidance for teachers and other adults.

Teachers accompanying visits

Teachers on Academy-led visits act as employees of E-ACT. whether the visit takes place within normal hours or outside those hours. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- i) Follow the instructions of the group leader and help with control and discipline;
- ii) Consider stopping the visit or the activity, notify the group leader, if they think the risk to the health or safety of the students in their charge is unacceptable.

NOTE: Please see appendix "Academy Staff and their roles beyond the classroom"

Adult volunteers accompanying visits

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must:

- i) Do their best to ensure the health and safety of everyone in the group;
- ii) Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment;
- iii) Follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- iv) Speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time during the visit.

Information to students

The group leader should make it clear to students that they must:

- i) Not take unnecessary risks;
- ii) Follow the instruction of the leader and other supervisors, including those at the venue of the visit;
- iii) Dress appropriately and behave sensibly and responsibly;
- iv) If abroad be sensitive to local codes, customs and laws;
- v) Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it;
- vi) On day trips or visits, students are expected to wear Academy uniform

Communication with parents

All visits require a parental consent form that should include the following Indemnity Clause:

"I wish my son / daughter to be allowed to take part in the above mentioned visit, and having read the letter, agree to his/her taking part in any or all of the activities described. I understand that while the Academy staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son / daughter, which occurs as a result of the visit."

Where a series of local visits or activities is planned, a single annual consent letter may be used provided it makes clear that it covers a range of visits /activities.

Parents must have full details of the arrangements for any visit and be given prior opportunity to obtain any further information they may require.

Where a visit is extensive, a parents consultation meeting must be held.

Arrangements must be made for emergency contact with parents. This includes adequate cover when the Academy is closed. Parents should have contact numbers. Contacts, party leaders and academy's must have up to date lists of students' addresses, telephone numbers and party's location(s). Prior consideration needs to be given to circumstances which might necessitate a student returning home, e.g. illness, home sickness, serious misbehaviour or an event at home.

Health and Safety

It is important for 'Health and Safety' procedures to be in place. Staff must read and understand the special guidance on:

- i) Hazardous Activities;
- ii) Risk Assessment;
- iii) Handling Emergencies on a Visit or Trip;
- iv) Adventure Holidays;
- v) Medication and Medical Consent.

Medical care

Give careful consideration to obtaining permission for emergency medical treatment to students, particularly those from certain faiths (e.g. Christian Science). For overseas, check need for inoculations (or other treatment) prior to visit. Written information should be obtained from parents regarding students' special medical and dietary requirements. Similarly, knowledge of any emotional problems. Adults should take care of the medicaments that students require with them on visits.

DHSS form E11 must be completed by parents for every student on an overseas visit. The form should be completed as if the parents themselves were travelling.

First Aid

Consideration must be given to current First Aid practices and suitable First Aid supplies should be taken.

Smoking and alcohol

Students are not allowed to smoke during educational visits and students under the age of 18 are not allowed to consume alcoholic beverages.

Teachers and supervisors must not consume alcohol whilst supervising students. Do not smoke in the presence of students.

Fire

Check to ensure that hotels hold suitable fire certificates and have adequate means of escape (particularly those abroad). Where parties are accommodated, a fire drill must be held no later than 24 hours after arrival.

Transport and travel

Journeys must be well planned and costed. There are also 'Health and Safety' issues which must be considered. Detailed guidance is given in the section 'Transport and Travel'.

Minibuses and Hired Transport

Where hired coaches or minibuses are to be used, the advice of the Local Authority Transport Officer is to be obtained and followed. They must comply with relevant legislation and insurance requirements. More than one adult must accompany a party travelling a considerable distance from Academy. When private cars are used, the drivers and vehicles must be covered by valid insurance and parents must be informed of the transport arrangements in advance. Drivers of a minibus must hold a minibus permit.

Seat Belts

Where fitted, these must be worn by passengers. When booking coaches and minibuses, you must obtain vehicles which have seat belts restraints.

Accidents, emergencies on visits, journeys

In the case of accidents or emergencies:

- i) The Academy **MUST** be informed.
- ii) Students **MUST** never be allowed to travel unattended or left unsupervised.
- iii) Students **MUST NOT** be sent back to Academy on their own as a result of poor behaviour, etc.
- iv) In the case of students going missing, the emergency services must be contacted immediately. The Academy informed for advice. A member of staff is to deal with the situation, other member(s) of staff supervise the rest of the group.
- v) The leader of each trip must have with them "Day trips emergency Sheet"

Risk assessment

The Group Leader should take the following factors into consideration when assessing the risks:

- i) The type of visit / activity and the level at which it is being undertaken;
- ii) The location, routes and modes of transport;
- iii) The competence, experience and qualifications of supervisory staff;
- iv) The ratios of teachers and supervisory staff to pupils;
- v) The group members age, competence, fitness and temperament and the suitability of the activity;
- vi) The special educational or medical needs of pupils;
- vii) The quality and suitability of available equipment;
- viii) Seasonal conditions, weather and timing;
- ix) Emergency procedures;
- x) How to cope when a student becomes unable or unwilling to continue;

The need to monitor the risks throughout the visit.

Risk assessment forms must be completed before a trip takes place.

Exploratory visit

A preliminary visit should be made by any teacher who is to lead a group abroad or on a residential visit. The group leader should undertake an exploratory visit; whenever that it is possible to:

- i) Ensure at first hand that the venue is suitable to meet the aims and objectives of the Academy visit;
- ii) Obtain names and addresses of other schools who have used the venue;
- iii) Obtain advice from the manager;
- iv) Assess potential areas and levels of risk;
- v) Ensure that the venue can cater for the needs of the staff and pupils in the group;
- vi) Become familiar with the area before taking a group of young people there.

Collecting money and other funds

All monies required from students must be paid directly to the finance officer. The finance officer will provide times and days when the money can be banked. Staff are asked not to collect funds but direct the students to the location where transactions take place. Students will receive a receipt for their payment.

Free academy meals

Students receiving free Academy meals are entitled to packed lunches when going on Academy trips / visits.

Please check information re: entitlement from the general Office. (The General Office will tell you who is entitled to free Academy meals).

The kitchen will need the information about packed lunches at least seven clear days before any Academy trip / journey.

Registration – visits

- i) On the day of a visit, the list of students actually attending must be left in the following places:
 - The General Office.
 - Staff notice board in the Conference room.
 - SLT Head of department or another person in the department.
 - SLT responsible for Academy journeys / trips.

- ii) If arrangements are made to meet students away from the Academy site then:
 - The list of students must be left in the places in point (1) earlier.
 - The registration must be made by telephone to the Academy, stating any absences or if all students are present.

Academy uniform and dress

Students are expected to wear the full Academy uniform on all day trips, off-site visits and journey. Permission must be had from SLT, if you require students to wear other clothing.

Application form for approval of an off-site visit, Academy journey or trip

The Academy's application form must be filled in and given to the SLT including visits and trips for all off-site visits and trips.

Academy visit evaluation

At the end of each visit, an Academy visit evaluation sheet must be completed and given to the SLT responsible for academy journeys, trips and visits.

Planning and organizing academy journeys, visits and trips

THE CALENDAR AND TIMESCALE

- i) Residential Trips and visits (this also includes day trips abroad) Residential visits during and outside Academy hours and terms, must be designed to enhance the Academy curriculum, social and personal education.

Residential trips (This also includes day trips abroad) or trips requiring more than one day must be agreed during the previous academic year so that they can be placed on the academy calendar. If this cannot be accomplished, then this must be organised at least 6 months in advance. All residential trips must be completed by the Autumn half term of the Academic year).

ii) Day Trips and Visits - Not abroad

Staff are advised to plan these as part of the Academy curriculum. Where possible, they should be given in advance, so that they can be placed on the Academy calendar. Some day trips occur annually, e.g. Ideal Home Exhibition, focused day trips / projects in History, Geography.

Day trips must be organised at least 6 clear weeks (half a term in advance) if they cannot be part of the annual cycle and calendar. (Examples - theatre trips, last minute opportunities or projects presented to the Academy and pastoral and curriculum areas).

Other - Making decisions outside Sections (i) and (ii)

We realise that last minute opportunities are often presented to the Academy to support the students. In these cases, which do not fit our policy, please discuss with the SLT responsible for Visits and Trips. He will judge the situation and make a decision in consultation with the relevant SLT. Trips must not be organised for Year 11 students beyond the end of the Autumn Term of Year 11.

All trips / visits for Year 11 students must be organised in the Summer Term of Year 10, so that these can be calendared, unless this is absolutely impossible.

iii) End of Academic Year Trips / Visits / Journeys/Rewards

We would like to give staff the opportunity to arrange visits and trips at the end of the academic year, if they wish.

The SLT will advise, via the Academy calendar, the best time for such activities. This will normally be towards the end of the Summer Term, after the GCSE examinations.

TEACHER AND STUDENT RATIO

Minimum staffing levels

The SLT responsible for Journeys / Visits should be contacted about the special conditions relating to groups of between 3-6 students; work experience; 'mixed' and 'single sex' groups; and visits to study centres having a permanent staff of teachers.

In some case, e.g. hazardous activities, the Academy would prefer a 1:10 ratio. Please check details with the SLT responsible for journeys, visits and trips.

Staff ratio for Academy journeys abroad or for more than one day

Years 7 - 9

Two adults for 20 or fewer students, with additional adult for each additional 15 students or part thereof. At least half of the adults must be members of the Academy staff (Ratio 1:10 for adventure holidays, etc).

Years 10 -11

Less than 10 students should be accompanied by the Teacher including the journey. Between 10 and 20 students should be accompanied by 2 adults, with 1 additional adult for each additional 15 students or part thereof. At least half the adults must be members of the academy staff.

Staff ratio for academy one day visits/trips

Years 7 - 9

2 adults (of which one must be a teacher) for 30 or fewer students, with 1 additional adult for each additional 15 students or part thereof.

Years 10 -11

Less than 10 students should be accompanied by the teacher including the visit. Between 10-20 students should be accompanied by adults, with 1 additional adult for each additional 15 students or part thereof.

NB. The leaders of all groups must be experienced teachers who have been well briefed by the SLT, prior to taking an Academy journey, visit or trip.

UNSUPERVISED VISITS

The Academy does not encourage unsupervised visits and trips by students. However, it is recognised that occasionally students in Year 10/11 will need to leave the premises to conduct research for areas such as GNVQ, Physical Education, Geography.

- In such cases, the SLT responsible for journeys and trips must be informed and paperwork filled in as for an ordinary visit.
- Parents must be written to and given details. Permission must be obtained from parents.
- Teachers must ensure that students use the Academy procedures for registers off and on site.

Staff, General Office and SLT responsible for journeys and trips must be given a list of names of students.

COMMUNICATION WITH PARENTS

Parents must be given enough information, with a reasonable response time, to enable them to make an informed decision about whether or not they wish their children to participate in any activity off the Academy site.

Information which parents must be given:

- 1) The date of the visit.
- 2) The expected code of behaviour.
- 3) What will happen if the expected code of behaviour is not adhered to.
- 4) The aims and objectives of the visit.
- 5) The destination of the visit.
- 6) The name and address of destination and any other bases and contact telephone numbers of these locations.
- 7) The time and place of departure and return and the arrangements for dispersing and collecting children
- 8) Methods of travel
- 9) Details of the anticipated activities and arrangements for supervision general and during specific activities, including details of qualifications held by supervising staff.
- 10) The size of the group.
- 11) The composition of the party (age ranges and sex).
- 12) Any accommodation arrangements
- 13) Dress, e.g. academy uniform and any additional clothing (All clothing requirements).
- 14) Details of other adults accompanying the party and relevant staff contacts at home.
- 15) The name of the leader of the party and a contact person for emergencies.
- 16) A telephone contact number at the location.
- 17) Details of medical or other needs.
- 18) Details of what will happen in an emergency.
- 19) Contact arrangements whilst the group is away.
- 20) The charges / cost and what it covers, together with details of deposit.
- 21) The date after which the deposit cannot be returned upon cancellation.
- 22) Details of pocket money.
- 23) Staff responsible for the money.
- 24) What insurance is provided and what insurance is not provided (The Lands End inquiry stressed the importance of the need to give parents full and Specific details of what insurance cover is provided).
- 25) Details of any inoculations or other health precautions which are necessary.
- 26) Whether there are children in the group who have health problems or special needs.
- 27) A check list of clothing or other items to take.

Meeting with parents

Prior to any period visit, the Academy staff who are responsible for organising the out-of-Academy visit must arrange a meeting with the parents of the students involved. At the meeting, staff must:

- (a) Outline the arrangements.
- (b) Answer any questions.
- (c) Address parental concerns.

CONTENTS OF A BASIC LETTER/INFORMATION TO PARENTS FOR ACADEMY DAY VISITS

1. Letters must be approved by SLT and SLT responsible for Academy journeys and visits before sending out to parents.
2. Basic letters must state clearly:
 - a) Context of trip / visit / journey (e.g. necessary part of course)
 - b) Parental contribution required.
 - c) Duration of visit. Start of visit. End of visit.
 - d) Meeting point and time. E.g. Academy at 8.30 a.m.
 - e) Dismissal point and time and arrangements. E.g. students are being dismissed from [] train station 5.00 p.m. Parents should make arrangements for their child to be collected and let X know if there are any difficulties.
 - f) Clothing requirements. Usually full Academy uniform is required.
 - g) Special equipment if needed - e.g. sketch pad.
 - h) Food / Pocket money - e.g. packed lunch will be required. (Students on free meals get a free packed lunch).
 - i) A contact name for enquiries / questions.
 - j) Indemnity clause.
 - k) Behaviour and what will happen re: poor behaviour.
 - l) Responsible staff / leader.
3. Letters must have a tear-off / response slip that:
 - a) Has reference to visit and date of visit.
 - b) Requires name of student and tutor group.
 - c) Requires signature of parent / guardian.
 - d) Medical details and medication.

Requires emergency contact number on the day of visit and name of individual to be contacted.

HANDLING MONEY AND FUNDS

CHARGING FOR ACTIVITIES

The Academy has to charge for all academy journeys, trips and visits. Please see the 'Charging and remissions statement'. This means that for all visits and trips, parents will be asked for a 'voluntary contribution'.

A. Charging for Academy Activities

The law states that 'voluntary contributions', even if it is a necessary part of the curriculum, are for 'optional extras' such as:

- Students' travel costs
- Board and Lodging
- Teaching staff costs, etc (but only an 'appropriate element' of these).

B. Voluntary contributions

The Academy does not have the funds to support Academy journeys, visits and trips without voluntary contributions. Staff organising a trip must therefore ensure that they ask for the full funds as a 'voluntary contribution'. All areas can fund aspects of trips that are necessary to the curriculum from the capitation allocated each year.

Please see your line manager, the SLT responsible for Visits and Trips, if there are issues about funding.

Capitation

Curriculum areas should cost visits and trips in their annual reviews, prior to the setting of the Academy's budget and plan for this, as part of their capitation.

Costs of Academy journey/trip/visit

You must cost the price of any Academy journey, trip or visit prior to booking or filling in the request form. Costs to consider are:

- (i) Travel for staff and students.
- (ii) Entry fees.
- (iii) Insurance.
- (iv) Board and lodgings.
- (v) Activities.
- (vi) Emergency funds and contingency.
- (vii) Parental contribution.

Collecting funds

All funds for Academy journeys, trips and visits must be banked via the Academy Finance Officer in the Academy Journey Account.

Procedures must be followed for the collection of funds. Receipts must be given to students or their parents. The Staff Leader or organiser must discuss the funding arrangements with

the SLT including those responsible for Academy Journeys, Trips and Visits and the Finance Officer.

Letters to parents must contain information about funding. This should also include information about deposits. Please see detail/ guidance on Residential trips for more information.

Do not book any Academy journeys, trips or visits unless you have sorted out the funding.

Pocket money

Parents must be informed about the amount of pocket money to be taken, or if pocket money is necessary. If this is an emended trip, or a trip abroad, a member of staff must have responsibility for looking after pocket money. Students and parents must be informed about the maximum amount of pocket money.

Emergency funds

The party leader must be given emergency funds by the SLT responsible for Visits and Trips and the Finance Director, to most any emergency which might be reasonably foreseen.

HEALTH AND SAFETY MEASURES TO FOLLOW ON ACADEMY JOURNEYS AND TRIPS

A form must be completed and signed by parents / guardians giving all relevant medical details concerning the student.

Children with a history of hay fever or similar ailments need to take with them suitable medication. All medication must be listed on the medical form.

All staff accompanying the party must be aware of such illnesses and which students carry medication and which is carried by the team leader.

All accidents, or reports of accidents or ailments, however minor, must be logged and discussed with the group leader the same day.

- On returning, parents should be informed about such accidents / ailments by letter or proforma for the child to take home. As far as possible, staff should speak to parents.
- Serious concerns mean that parents should be contacted immediately by telephone. All parents will have provided an emergency telephone number. All staff should carry relevant local telephone numbers. The group leader should collect petty cash in small change in case of emergency.
- Medical advice should be sought as soon as possible where pain or discomfort persists, or in order to ensure that no serious injury has been caused. Medical advice must always be sought for head injuries, however minor they may seem.
- Students must be encouraged to report all incidents, however minor.

First Aid Kit

The Academy office has a first aid kit for use of Academy journeys. Forms for informing parents of injuries / ailments will be kept with the kit.

The party leader should outline to all staff and students the procedure regarding medical problems and accidents at the start of the journey.

At the daily meeting of staff, a medical / injuries slot should be incorporated to give staff the opportunity of discussing such matters as necessary and pass on information.

RESIDENTIAL WORK AND TRIPS

Residential experiences give extended opportunities for students to live and work together. For some students, a residential trip is their first opportunity to stay away without parents and family. These experiences help to develop independence, self-confidence and self-esteem, as well as life skills.

What are the issues?

You need to consider all the issues and advice in the sections on 'Off-site trips' and 'Transport' if you are planning a residential visit, in addition to the advice in this section. In addition, you should consider the following issues:

- Supervision.
- Checking on safety and security.

Please discuss in detail with the SLT responsible for Academy Journeys, Visits and Trips.

Addressing these issues

Supervision

Consider adult-student ratios carefully. There must be at least one adult of each sex for mixed groups. You need at least one adult for every ten students. Make sure that there are an appropriate number of supervisors on duty at night.

It is better for the group to have adjoining rooms, with the adults' rooms next to those of the pupils. You should ask for a floor plan in advance. The immediate area designated for you should be for the use of your group alone. Check that there is a recreational room and facilities. You must arrange separate male and female sleeping and bathroom facilities for students and adults.

If you are planning a trip abroad, additional requirements apply.

Checking on safety and security

You should ask:

- That the heating is safe and ventilation is appropriate.
- That everyone knows emergency evacuation procedures, such as fire procedures.
- All security arrangements. The accommodation should be secure at all times. Check night time security. Check locks on doors, but make sure that the adults in your group can gain access.
- That all staff working in the accommodation have been checked for suitability for working with children and have received child protection training.

All facilities such as drying rooms in case of bad weather, storage, arrangements for the safe keeping of valuables, adequate lighting. That the accommodation is safe - ask about secure

windows, safe balconies, electrical equipment and supply, fire alarm systems, fire exits-
Where possible, pupils' sleeping accommodation should not be on the ground floor-The
provision for pupils with special educational needs and arrangements for any pupil who is ill
during the stay. Any particular cultural or religious requirements of members of your group.

OTHER INFORMATION AND ARRANGEMENTS FOR RESIDENTIAL TRIPS AND, COMMUNICATION WITH PARENTS

Residential visits should be agreed during the previous academic year so that they can be placed on the Academy calendar.

The planning and organisation for Residential visits is very similar to that shown for visits of one day or less (please refer to all of the above section) but the planning needs to be started much earlier, particularly the collection of monies. Parents and students will need to be informed from an early stage the method of travel, itinerary, pocket money and what is expected of the students.

Staff are responsible for students, on a residential trip this is 24 hours per day, so it should be made clear to both parents and students what the academy expects in standards of behaviour, attitude to alcohol t smoking, bedtimes and sexual behaviour.

Initial Planning of Residential Visits

(Read sections on `Residential Trips', 'Farm Visits', 'Adventure Activities', and relevant sections of the appendix- Fill in application form. Seek permission to go ahead from relevant SLT with appropriate initial information).

Planning and Organisation of Residential Visits at least 6 months before the visit:

- Issue the first letter to parents of those students who express an interest.
- To those students returning the reply slip, issue the second letter and application form.
- The application form should be returned with a deposit. The deposit and any later payments should be receipted with a paying card form the office. Monies must be paid into the office immediately.
- Take the application form to the relevant SLT to check:
 - 1) The information it contains agrees with academy records.
 - 2) The student can be relied on to behave appropriately.
 - 3) If there is any doubt about the application form raise them with the relevant SLT.

Approach the SLT including Visits and Trips to check if there are any funds to subsidise particular students e.g. those whose family have a low income.

- Remind students to check the validity of their passports and those who do not have a passport should apply for one. Some students may require a visa. Check form EI 11 for medical assistance from DHSS-
- Apply for Academy journey insurance.
- Send parents information about clothing and other requirements, valuables, spending money, provisional programme and itinerary.
- Make lists of student dates of birth, emergency telephone numbers where parents may be contacted and home address with telephone number.

Book travel arrangements. Do not confirm a travel booking until the student has paid the cost of the fare.

At least two months before the visit:

- Make sure all payments are complete, telephoning parents where necessary.
- Confirm the bookings for all outings; make sure you are still within budget.
- Confirm the visits financial position with the Office.
- Order foreign currency if required.

At least one month before visit:

Send a letter to parents confirming details of:

- Departure and arrival times.
- The programme of activities.
- Helpful hints.
- A contact number for the accompanying or organising teacher.

At least one week before the visit:

- Remind all staff of the date of departure.
- Meet with the students and discuss what rules apply.
- Provide a list of names and emergency contact numbers to the Office and relevant SLT.
- Confirm all dates and times with students.
- Collect any foreign currency and travellers cheques.

During the visit:

- Check regularly that all students are alright.
- Record all expenses and collect receipts.
- Make notes of any idea and prices for the next year.
- (See also the relevant sections in 'visits of one day or less', e.g. during the visit, emergencies and other problems).

On return complete the accounts as soon as possible. Parents and Non-teaching Staff

- Parents and other supervisors who accompany trips and supervise students must be carefully vetted.

The relevant proformas in the Academy journey policy must be completed.

ADVENTURE ACTIVITIES

There is a great responsibility in organising adventure activities. These provide valuable opportunities for students to gain self-confidence, develop teamwork and develop personal skills and abilities. They give staff and students the chance to get to know each other and this leads to better relationships. Students may also develop interests that will be part of their lifelong learning.

What are the issues?

You need to consider all the issues in the section on 'Off-site visit' and 'Transport', as these apply to outdoor adventure activities. You will also need to take into account the issues in the 'Residential work' section if your trip involves overnight stays. There are other issues which you should consider when planning and leading an outdoor adventure trip as part of your study support programme.

- Licensed providers;
- Risk assessment;
- Supervision;
- Planning.

Please discuss all issues with the SLT responsible for Visits and Trips.

Addressing these issues

Licensed providers

You need to check whether the provider is legally required to hold a licence for the activities offered and, if so, that there is one. The provider does not necessarily have to hold a licence for all activities, but the following activities do need a licence when undertaken by pupils under the age of 18 years not accompanied by a parent:

- Caving;
- Climbing;
- Trekking;
- Water sports, except rowing.

If activities on offer do not fall under the regulations, organisations do not need to have a licence. However, many of these providers are accredited under voluntary schemes. If you are going to use a provider who does not hold a licence, check all aspects of health and safety before booking and get assurances in writing.

Each trip must have a clearly defined purpose and all those involved, parents, staff and students must know the aims of the visit.

Risk Assessment

The group leader has the same duty of care as a careful parent. This means that you must avoid actions or omissions where injury to others may be a reasonable foreseeable consequence. Therefore, the risk assessment you do must identify and manage the risks to

the point where the only accidents that can happen are unforeseeable ones. All staff need to be involved in risk management.

If responsibility for a programme is split between teachers / supervisors and other providers, all partners should draw up risk assessments for their areas of responsibility and agree on areas of overlap. The group leader must liaise closely with other providers to ensure that all activities are run safely.

Supervision

- The group leader retains the responsibility of care and should be available to support the instructor during activities.
- Make sure that the standard of accommodation, if used, complies with health and safety regulations and that the instructors are qualified to the appropriate standards. You should obtain the names and qualifications of the instructors and the person co-ordinating activities. If these qualifications are not available, the provider should produce a list of minimum qualifications that are guaranteed. If you are concerned about the standard of supervision and care during an activity, you must pull the students out of the activity.
- Make sure there are clear handover procedures between supervisors, especially between staff at the centre and Academy staff.
- Check the suitability of staff and make sure that child protection vetting has been carried out.
- Consider the supervision requirements and planning for any pupils or staff with special needs.

Planning

The group leader must draw up an outline programme plan which shows evidence of the care taken to ensure the safe conduct of the trip. It should:

- be unique;
- be based on relevant past programmes, where appropriate;
- be capable of change;
- end with a review.

It should include:

- a definition of the overall purpose of the programme;
- specified objectives for each day;
- details of staff accompanying groups of students;
- information about who is responsible for each activity;

information about alternative arrangements in case of bad weather

TRANSPORT AND TRAVEL

Academy procedures must be followed. Get guidance, help and support from the SLT responsible for Academy Journeys, Visits and Trips.

What are the issues?

- Students' safety.
- Legislation.

Planning

For all transport you need to consider:

- Students' safety;
- The length and time of the journey;
- Traffic conditions;
- Supervision.

There should be a safe place to wait for transport and instructions should be given on how to board and alight.

You must make arrangements for adequate supervision during the journey. This should form part of your risk assessment. The driver cannot be included in supervision ratios. You need to consider the type of transport - for example, the supervision needed on double-decker buses may differ from that on single-decker coaches. Careful consideration needs to be given to supervising students on trains and ferries where there is more space for them to move around. Students must be aware of expected standards of behaviour.

You will need to reserve transport early in your planning, to make sure that the group can remain together.

You need to make sure that designated members of staff take head counts at appropriate places - for example, getting on and off transport.

Coaches, buses and minibuses

- Luggage must be stored correctly and not obstruct aisles or exits, or impede the vision of the driver.
- On long journeys, you need to arrange enough breaks for pupils, staff and drivers.
- There are minimum rest requirements for drivers and these must be taken.
- Seat belts must be worn and pupils should remain seated throughout the journey. You need to check seat belts are used.
- You must plan arrangements in the event of a breakdown or emergency.
- Students and staff must be aware of emergency exits and first aid and fire fighting equipment.
- Provision should be made for travel sickness. Medication can only be administered with written parental consent.
- If you use public transport, you need to book or, if this is not possible, avoid peak times to ensure the group stays together.

Walking

- When walking with students, the group needs to observe the safety rules in the Green Cross Code and Highway Code. You need to plan the safest route and use crossings whenever possible.

Private Cars

If you are using private cars, you need to check that:

- the vehicles are roadworthy and correctly insured, including third party insurance for passengers and insurance for business use;
- drivers do not transport students alone;
- parents are informed that students will be travelling in private cars and give specific consent;
- if more than one car is to be used. the route is agreed in advance and you have a plan for vehicles being lost or delayed.
- drivers take adequate breaks.
- seat belts are worn;
- adequate vetting procedures are in place for any volunteers who are driving.

Appropriate transport needs to be provided for students with special educational needs. You should not only think about the type of transport but about rests, toileting arrangements, length of time in the vehicle, access to water, drinks and food, emergency plans and any medication needs.

RISK ASSESSMENT AND PLANNING

Approval for the trip

Early in the initial planning, the staff leader needs to seek approval in principle that the visit is reasonable. You need to consider, in conjunction with the SLT responsible for Academy Journeys, Visits and Trips:

- the experience and skills of staff and supervisors;
- the needs, age, experience and abilities of pupils;
- costs;
- The distance from the study support setting.
- Approval from the Principal.

Risk Assessment

Group leaders need to carry out a risk assessment (On a form titled- Academy visit risk assessment and in addition the hazards risk assessment form) before the visit. Consider:

- any hazards;
- who might be affected by the hazards;
- the safety measures necessary to reduce risks;
- how the group leader will put those safety measures into practice;
- the steps to be taken in an emergency.

If risks are too great, the trip must not take place. The staff leader must make a written report on the risk assessment. Special care should be taken if visits involve coastal areas, farms or swimming pools. These destinations need additional health and safety checks and procedures.

Planning

- Off-site trips are an optional extra and parents can be asked to pay the full costs. You need to get parents' agreement to meeting the costs at an early stage.
- It is a good idea for the group to make a preliminary visit wherever possible. If this is not possible, very detailed information needs to be obtained in order to do the risk assessment.
- Detailed plans should be made, addressing all the issues in this section.
- Staff should share and discuss plans with the students and parents. They must know about expected standards of behaviour, emergency procedures, any risks and the aims of the visit. Sufficient information must be given to ensure that pupils understand their responsibilities and the safety rules.
- Care should be taken that any additional information or planning is completed to ensure that students with special educational needs or medical conditions are included in the trip.

You need to consider carefully the transport you are going to use. Further advice is given in the section on 'transport and travel'.

SOME HIGH RISK ENVIRONMENTS

Below is given some examples of potentially dangerous environments.

- Amusement parks, fairgrounds, unsupervised play areas.
- Beaches (steeply shelving and /or large waves, low water sand banks, estuaries and mud flats).
- Bus and railway stations.
- Buses and coaches (distracting drivers).
- Building sites.
- Canals, locks and adjacent banks.
- Caves and potholes.
- Coastal paths (above and beneath cliffs).
- Cliffs (mountain and coastal).
- Disused mines.
- Farms.
- Factories.
- Ferries (supervision).
- Gorges and ghylls.
- Industrial sites / plants.
- Lakes (steeply shelving banks).
- Marinas, docks, harbours.
- Mountain areas.
- Quarries and gravel pits.
- Rest or toilet stops during journeys.
- Rivers (banks and rapid water).
- Sewage works.
- Snow slopes (particularly when the bottom of the slope is not visible).
- Steep slopes (wet grass, mud, scree, shale).
- Swimming pools.
- Trains.
- Water (mountain lakes - risk of hypothermia).
- Working mines.

ACADEMY GUIDANCE ON HANDLING EMERGENCIES ON ACADEMY JOURNEYS, TRIPS AND VISITS

The party leader's responsibilities are:

- To ensure that all students and staff are accounted for, safe and looked after.
- To establish the nature and extent of any emergency.
- If there are any injuries, to immediately establish their extent and administer appropriate first aid.
- To advise other party staff of the incident and that emergency procedures are in operation
- To notify the police; they will notify the next of kin and take any necessary statements. The leader must make sure that details of parent contacts are available at all times.
- To inform the Principal or a nominated contact. Telephone numbers and coins or mobile phone to be on hand.
- To write down as quickly as possible, while the memory is fresh, all the relevant facts and preserve any vital evidence.
- To keep a written account of the chain of events and contacts following the incident. Use Day Trips Emergency Sheet for guidance

Guidance on specific problems during a visit or trip

Illness

If a student becomes ill on the visit, seek medical attention. If it becomes necessary, call for an ambulance. Telephone the academy and give relevant information to the SLT responsible for Trips and Visits and agree, who will phone the parent's contact number (ensure that the Principal is informed).

Missing Students

If the students do not turn up at the appropriate time to the agreed meeting point:

- 1) Talk to the students at the meeting point. They may have information which will help.
- 2) Leave staff and students at the meeting point whilst you instigate a search. DO NOT send students to look for other students. Make sure that there is a responsible adult(s) at the meeting point.
- 3) Contact the staff in charge of the place you are visiting. They may have a tannoy or they may have a search procedure.
- 4) If it becomes necessary to leave without the student(s) being found:
 - Inform staff in charge of the place you are visiting what you are doing-
 - Telephone the academy; speak to the SLT including visits and trips, or a member of the SLT Team.
 - Get advice.
 - Contact the local police, explain to them the problem and give the names of missing students and the academy telephone number.

The decision of a teacher to remain behind to look for missing students becomes a matter of professional judgement. A teacher should not stay behind if it jeopardises the safety and good order of the main party.

GUIDANCE / PROCEDURES I CHECK LIST FOR THE ACTUAL DAY OF A VISIT

- Be early at the meeting point yourself.
- Check the ratio of student to staff and supervisors.
- Go through this guidance with staff and supervisors.
- Ensure that the appropriate lists of students are available and distributed to all staff and supervisors.
- Check that you have all the necessary details on students, e.g. health details.
- Check that you have a mobile telephone, etc.
- Check packed lunches for students entitled to a 'free lunch'.
- Call register and follow the academy guidance with regard to administration.

On the day of a visit, the list of students actually attending must be left in the following places:

- a) The General Office.
- b) Conference Room notice board
- c) SLT.
- d) Subject Leader or Curriculum Coordinator.
- e) SLT responsible for Journeys and Visits.

If arrangements are made to meet students away from the academy site, then:

- a) The list of students must be left in the places identified above, prior to the visit.
- b) Contact must be made with the Academy or the SLT responsible for Journeys and Visits, by telephone to the Academy or home, stating absences, or if all students are present or not.

Do not take extra students.

Do not take students who have not had parental permission.

- Remind students about the behaviour and procedures and travel and health and safety information. Go through procedures.
 - Check clothing, e.g. uniform and / or appropriate clothing (Students who are not appropriately dressed must be left at the Academy - if registration takes place on the Academy premises).
 - At each stopping point, where students get on and off transportation, a register must be called. Students and staff must be checked to ensure that all are present
- At the destination point:
 - (i) Students must be supervised at all times.
 - (ii) If students are given a degree of independence, then they must be told where members of staff can be found and given points to meet and set times to meet.
 - (iii) A place must be chosen where a teacher will be or the times when teachers will be or the times when teachers will be at a location.
 - (iv) All members of staff and supervisors must exercise supervision and be made aware of their roles and responsibilities.
 - (v) Students must be told the meeting point and the time for the end of a visit.

- (vi) Students must be told to stay in groups.
- (vii) Students must be told about safety procedures, e.g. not speaking to strangers or receiving gifts or food from strangers, going to the police, etc.
 - Check and double check that students are safe.
 - Check and double check students and staff are all present before leaving the destination.

Go over the following:

- (1) Return travel arrangements.
- (2) Behaviour.
- (3) Dismissal, from dismissal point.
- (4) Staff roles and responsibilities.
 - Do not dismiss students from points along a journey or visit, unless this has been agreed beforehand and you have this in writing from a parent or guardian.
 - Staff have a responsibility to wait with students at a large collection point until parents arrive, especially if this is late.
 - Telephone the Academy or the SLT responsible for Journeys and Visits, if there is a delay and the time of collection and dismissal is changed.

Approved by NBA Governors on:

Date of Next Review:.....

Lead Manager:

