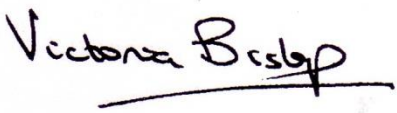


<b>Title</b>	<b>Hatton Academies Trust Educational Trips and Visits Policy</b>
<b>Reviewed</b>	<b>January 2017</b>
<b>Next Review</b>	<b>January 2020 unless guidance changes</b>
<b>Originator</b>	<b>A Wilson</b>
<b>Approved</b>	

## Contents

1.0 INTRODUCTION.....	3
2. THE AIMS OF THE POLICY .....	3
3.0 OBJECTIVES FOR EDUCATIONAL VISITS & LEARNING OUTSIDE THE CLASSROOM ACTIVITIES.....	4
4.0 PROCEDURE .....	5
5.0 RISK ASSESSMENT .....	6
5.1 Ratios.....	7
6.0 INFORMING AND INVOLVING PARENTS .....	8
6.1 Consent for medical treatment.....	9
7.0 OVERSEAS TRAVEL AND RESIDENTIAL VISITS IN THE UK .....	9
7.1 Accompanying Parents.....	9
8.0 ROLES AND RESPONSIBILITIES.....	10
9.0 CHARGING POLICY AND FINANCIAL ARRANGEMENTS .....	11
9.1 Pupils' Pocket Money .....	11
10.0 CODES OF CONDUCT.....	12
10.1 Student Code Of Conduct.....	12
10.2 Dealing With Students Who Misbehave .....	12
10.3 Alcohol, Tobacco and Other Drugs on Hatton Academies Trust Trips .....	13
10.4 SANCTIONS .....	13
11.0 Staff Code Of Conduct .....	13

## **1.0 INTRODUCTION**

An educational trip or visit has enormous potential for enriching the Hatton Academies Trust's curriculum and, in some cases, it is an essential requirement of examination courses. Such enterprises, though demanding, can be enjoyable experiences for both students and staff. Social skills developed through problem solving, decision-making, teamwork and residential experiences at home and abroad can enhance the development of personal and social skills within our students. It is very important that all trips and visits are properly planned and organised and that all staff involved with Hatton Academies Trust trips and visits take all reasonable steps to ensure that risks are minimised. This policy should be read alongside the most recent Child Protection policy and associated policies which are clearly signposted through the Trust Safeguarding Hub at:

<http://www.hattonacademiestrust.org.uk/safeguarding/>

This policy has been written with regard to the Health and Safety Executive 'school trips and outdoor learning activities', and the Department for Education 'Advice on Legal Duties and Powers For Local Authorities, Head Teachers, Staff and Governing Bodies.'

## **2. THE AIMS OF THE POLICY**

The aims of this policy are to:

- set out the Board of Directors' requirements for managing and running Educational Visits & Learning Outside the Classroom activities
- make clear the aims and objectives that underpin educational visits and off-site activities
- define the procedures for assessing any risks that might be associated with an educational visit or a Hatton Academies Trust trip
- detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and Hatton Academies Trust's trips

- define the roles and responsibilities of group leaders and other supervisors during educational visits and Hatton Academies Trust trips
- define the charging policy and financial arrangements in relation to educational visits and Hatton Academies Trust trips.

### **3.0 OBJECTIVES FOR EDUCATIONAL VISITS & LEARNING OUTSIDE THE CLASSROOM ACTIVITIES**

Every activity must have clear aims and objectives. The Hatton Academies Trust's general aims and objectives for learning outside the classroom and for educational visits/activities are to:

- support the Hatton Academies Trust's curriculum
- enhance teaching and learning
- provide experiences outside the scope of the normal curriculum
- enable students to learn a variety of new skills
- develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility
- encourage students to work cooperatively with others
- promote the achievement of short-term goals
- reinforce the development of social and personal skills in new situations
- encourage self-assessment

In addition, a residential experience may also provide the opportunity to:

- encourage community spirit
- promote and improve personal physical ability
- develop independence and resilience
- visit a foreign country and encourage students to use a foreign language
- experience foreign culture

#### ***Curriculum links for educational visits:***

- It is the Hatton Academies Trust's policy that each educational visit should have clear curriculum links, identifiable in the Hatton Academies Trust's curriculum programme.

***For each activity/visit the specific aims and objectives should be set out on the Notification of an Offsite Educational Visit Proposal Form.***

#### **Learning outside the classroom includes:**

- Hatton Academies Trust grounds (though not when used for PE and games, which have their own policy)
- the local environment
- places further afield
- residential venues

**THIS POLICY DOES NOT RELATE TO:**

- work experience (which has a separate policy and government guidance)
- sporting activities or physical education (PE) (external fixtures only)

## **4.0 PROCEDURE**

### ***Planning and Preparation***

The Principal or designated staff member will authorise all out of Hatton Academies Trust visits whatever the duration or purpose. No visit will take place without the signed approval by the Principal or designated staff member.

All Group Leaders and support staff leading an educational visit should be judged as fully competent.

In preparing for a Hatton Academies Trust trip, the lead organiser will provide the following information on the Notification of an Offsite Educational Visit Proposal form to the Educational Visits Co-ordinator (EVC) for sign off by the Principal or designated staff member **at least** 4 weeks prior to the planned trip or 6 weeks for high risk activities and residentials. ***This is a minimum requirement as more advanced notice is preferred to allow sufficient time for preparation of visits.***

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved
- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport/accommodation arrangements.
- Emergency contact details
- First Aid requirements

They will also provide

- Costing Sheet with quotes showing all costs for the activity including insurance and administration also how this will be met; for example Department budget, payment contributions
- Itinerary of visit
- Risks Assessments for the trip including the activity/from external provider. Generic risk assessments/templates can be adapted for this purpose can be found on Evolve, the online resource used by Sir Christopher Hatton Academy for trips and visits, under establishment resources <http://evolve.edufocus.co.uk/evco10/unknown.asp> or where Evolve is not used by the Primary Academies these are accessible to staff via the school intranet/school office.

On completion and receipt of all documents for the trip they will be checked by the Educational Visits Co-ordinator (EVC), Cover Supervisor and Finance Team prior to Principal or designated staff member signing off to ensure all requirements are satisfied to allow the trip to take place. Any cover required must be arranged in advance. All paperwork and information to be uploaded onto Evolve for final sign off approval by the Principal at Sir Christopher Hatton Academy. At Primary Academies all paperwork must be approved by the EVC/designated person. Any changes to the procedures or templates must be agreed by C.E.O. or designated person at Hatton Academies Trust.

## 5.0 RISK ASSESSMENT

Generic risk assessments are available to use for visits and a specific risk assessment template is available to cover other risks not incorporated. A risk assessment, for activities run by an external activity provider, must be obtained from the activity organisation. All risk assessments to be uploaded onto Evolve at Sir Christopher Hatton or kept with the Notification of Visit paperwork at Primary Academies. A competent person will undertake a thorough risk assessment for every educational visit or Hatton Academies Trust trip. A written statement on the five key areas of risk assessment will be prepared, covering the following.

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an accident or emergency?

### **The risk assessment will take into account:**

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it.

The three Categories for trips are A, B and C. A and B trips are signed off within the individual Academy of the Trust. The NCC Outdoor Education Adviser, through Evolve, will be alerted of all student visits to London (Cat B) as London is considered an area of severe alert of terrorist threats. Parent/carer must be made aware and give additional consent for their child to participate on London visits through the completion of the London Declaration to ensure they are completely aware of potential risks. **Category C trips involving more hazardous activities requiring more in depth information must be signed off by the NCC Outdoor Education**

**Adviser over and above the sign off by the Principal or designated staff member.**

***Risk assessments are required by law and should reflect the trip activities.***

## **5.1 Ratios**

There is no formal recommended ratio of supervisors to participants as this should take into account the activity and the participants taking part. This policy sets out the minimum staffing ratios we would allow for most trips although each trip will be assessed in its own right dependent on risk.

Ratios should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following “starting points”:

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of “Effective Supervision”, requiring them to take account of:

- The nature of the activity (including its duration).

- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

This means that arrangements for supervision must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

- At least one adult for every 20 pupils at senior level
- Minimum ratio adult/pupil at primary level:
  - Reception: 1:5
  - Year 1 & 2: 1:6
  - Year 3 to 6: 1:10
- For mixed residential trips there should be at least one female and one male staff member unless attending a dedicated field centre with mixed staffing.
- Staff can be a mixture of teaching and support staff
- Staff should hold a recognised qualification to lead groups for specific activities eg swimming, rock climbing, mountain walks, adventurous activities etc or use a recommended qualified person to lead the activity.

## 6.0 INFORMING AND INVOLVING PARENTS

The Hatton Academies Trust schools will obtain parental consent for all educational trips and visits. It is the intention of the Hatton Academies Trust to develop the use of a repeat visit consent form for low risk and local visits taking place during the school day signed by the parent on admission. Where in place a letter will be sent home about the visit with return consent slip. Information will be used from the consent form and medication form to ensure that any medical conditions, allergies and special dietary needs are declared and planned for. Parents will be asked to update the Hatton Academies Trust on any changes and are reminded of the need to do this on trip information letters. Where no repeat consent has been given, separate consent must be given for each trip by the parent.

Medication forms are to be completed by those who require to take medication during the trip. The lead organiser will follow up any queries on the consent forms regarding medical conditions.

A separate, more detailed consent form will be used for high risk trips and residential.



Parents will be given full information/Itinerary concerning the proposed out-of-school activity or visit.

### **6.1 Consent for medical treatment**

It is Hatton Academies Trust policy that no student will be allowed to participate in a Learning Outside The Classroom or Educational Visit activity without having parental consent for medical treatment when such treatment is necessary.

## **7.0 OVERSEAS TRAVEL AND RESIDENTIAL VISITS IN THE UK**

For journeys involving overseas travel or extended residential journeys in this country, the Hatton Academies Trust will hold a meeting with the parents of those pupils wishing to participate so that parents have access to full information before making a final decision on their children's participation.

### ***Such meetings will cover:***

- the dates and time of departure and return
- the destination with full address and telephone numbers
- the name of travel company/coach company, method of travel
- the activities planned for the participants
- the cost and what it covers
- insurance arrangements
- the date after which the deposit cannot be returned if cancelling
- advice on pocket money
- the identity of staff who will be responsible for money
- a checklist of clothing and/or equipment required
- details of any inoculations required
- planned care for any pupils with special education or health needs
- the names of the group leader, deputy leader and other staff and or parents accompanying the party
- the ratio of pupils to supervisors
- the rules
- contact details in case of an emergency.

### **7.1 Accompanying Parents**

All parents who volunteer to accompany the party as one of the supervisors will be subjected to a Disclosure and Barring Service (DBS, formally CRB) check. Their participation will require to be approved by the Group Staff leader and the Principal or designated staff member.

Volunteers or parents who accompany staff and pupils for **one-off** outings or trips that do not involve an overnight stay, or who help out at **one-off** specific events e.g.

sports days or music festivals do not require DBS clearance. If they volunteer their help out at more than one event they will require a DBS in place. Staff Trip Leader must be made fully aware of any parent helper/volunteer who does not have a current DBS check in place and ensure they supervised appropriately.

## **8.0 ROLES AND RESPONSIBILITIES**

**The Principal is responsible for ensuring that this policy is followed by their establishment including ensuring that they have an appropriate Educational Visits Co-ordinator (EVC).**

The Local Authority **Outdoor Education Advisor** is responsible for providing advice on trips and visits to educational establishments; ensuring the provision of adequate training for Educational Visits Co-ordinators; approving Category C visits; London Visits; monitoring and implementation of the national guidance for outdoor education [www.oeapng.info](http://www.oeapng.info).

The Hatton Academies Trust recognises it is their responsibility for ensuring that adequate policies and sufficient resources are in place to ensure that the Hatton Academies Trust can fulfil its obligation to keep staff and students safe whether inside the grounds or off-site.

**The Group Leader** will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- all adults and pupils are aware of the expected standards of behaviour.

The group leader will be expected to have made an exploratory visit to the location wherever possible.

**Supervisors** will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members and consent/medication forms
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present

- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help (use of a Trust mobile)
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- where remote supervision is in place to ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group for example given a Hatton Academies Trust mobile number and/or teacher has mobile numbers of students or where to go if they become lost. **(Students should not have access to staff private mobile numbers)**
- have appropriate access to first aid (available from Reception to take on trip)

## 9.0 CHARGING POLICY AND FINANCIAL ARRANGEMENTS

For educational visits and other Hatton Academies Trust trips, the Trust may make charges or ask for a voluntary contribution towards:

- travel costs
- board and lodging
- special materials, books and other equipment
- costs of hiring instructors for the specific purpose of providing the activity
- insurance costs.

Charges will not be made where trips or visits are exclusively used:

- as part of the National Curriculum
- for a prescribed examination
- as part of statutory religious education.

### 9.1 Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.

The group leader will ensure they have sufficient financial resources to cover the trip either through their department budget or through paid fees and will advise the

Finance Office how monies will be collected for the trip. The Group Leader will check with the Finance Office to ensure that they have access to sufficient funds to meet any emergencies that can be reasonably foreseen. **All monies to be with the Finance Office at least 2 weeks prior to the trip.**

## **10.0 CODES OF CONDUCT**

***This section should be read in conjunction with the Hatton Academies Trust Behaviour Policy.***

### **10.1 Student Code of Conduct**

A student ***Code of Conduct for all out of School Activities*** has been formally adopted by the Hatton Academies Trust. Parents and students will be asked to complete the Code of Conduct form on admission to the Hatton Academies Trust schools that will remain in place until they leave Hatton Academies Trust. Academy Uniform or 6<sup>th</sup> Form Smart Business wear will be worn on all trips and visit unless approval for “casual wear” is given by Principal / Associate Principal or designated staff member.

### **10.2 Dealing With Students Who Misbehave**

The Hatton Academies Trust reserves the right to refuse to take any student on an external trip or visit if it considers that the behaviour record of that student on an external trip may jeopardise the trip or the Hatton Academies Trust’s reputation in any way. Where this is thought to be the case, the matter should be discussed with the Principal.

Leaders/supervisors need not put up with misbehaviour. Supervisors can and should withdraw anyone in the group who risks anyone’s safety or health. Group Leaders on a residential visit can send an unruly student home early. This sanction and others will form part of the briefing of the group and parents beforehand. The briefing will include details of the Hatton Academies Trust’s method of dealing with such eventualities that in the event of serious misbehaviour before an agreed trip activity takes place the Hatton Academies Trust has the right to refuse to take a student on the activity.

In the event of serious misbehaviour during the activity, the Hatton Academies Trust has the right to exclude a student from the remaining part of the activity. In either case the Visit Leader's decision shall be final and parents/carer shall forfeit all monies paid in respect of the activity.

All parent/carers are made aware on the back of the consent form that if they are requested to collect their child from a visit venue in the case of serious misbehaviour this will be at their own expense. The Hatton Academies Trust Behaviour Policy applies on all educational visits and trips.

### 10.3 Alcohol, Tobacco and Other Drugs On Hatton Academies Trust Trips

The Hatton Academies Trust's policy is that no students should consume or buy any alcohol throughout the duration of any Hatton Academies Trust trip; this includes those who have reached the age of 18 years and *must be communicated and agreed* prior to any visit. It is illegal for anyone under the age of 18 to purchase alcohol or for adults to purchase alcohol on their behalf. For staff on Trust trips the Staff Code of Conduct applies to their professional conduct.

***The guidelines are as follows:***

- Students must not purchase, have in their possession, or consume, any form of alcohol during a Hatton Academies Trust visit.
  
- All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.

#### **TOBACCO & E-CIGARETTES**

The Hatton Academies Trust operates a no smoking policy. This includes tobacco, cigarettes & electronic cigarettes which also relates to all educational off site Hatton Academies Trust visits for all students, regardless of their age. It is illegal for anyone under the age of 18 years to buy or smoke cigarettes or for adults to purchase cigarettes on their behalf.

#### **OTHER DRUGS**

The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs is totally banned and the Hatton Academies Trust will take a most severe attitude to any departure from this rule.

### 10.4 SANCTIONS

Any breach of the above guidelines relating to alcohol, tobacco, e-cigarettes and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The student being sent home immediately at their parent's expense
- Other in Hatton Academies Trust sanction such as detention or ISE room
- The student being banned from all future Hatton Academies Trust trips and visits
- Exclusion from the Hatton Academies Trust.

### 11.0 Staff Code Of Conduct

The Hatton Academies Trust has formally adopted the following *Staff Code of Conduct for Educational Visits*:

***“The Hatton Academies Trust expects that all adults acting in loco parentis on any Hatton Academies Trust trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times”. Whilst representing the Hatton Academies Trust on trips and visits the Employee Code of Conduct must be adhered to at all times***

Staff are responsible for student welfare and duty of care at all times throughout the visit activity and in particular on a residential visit when this is a 24-hour responsibility, it is self-evident that supervisors cannot be on duty for 24 hours. The Group Leader will publish a daily duty roster, ensuring that all staff has sufficient rest periods. All staff must ensure that they are on duty at the times set down, and have the necessary information about the group and the events at that time. For residential visits there should be at least two members of staff who are on duty at all times.

### **Alcohol & Drugs**

Staff must not consume alcohol, use illicit drugs or other illegal substances or “legal highs” (also known as new psychoactive substances or substances that have similar effects to illegal drugs) while “at work” that includes educational trips, activities offsite, residential visits, out of hours events, involving Hatton Academies Trust students and staff.

***For further information regarding Staff Code of Conduct to refer to the Hatton Academies Trust Staff handbook***

The intention of this advice is to contribute to the continued provision of high quality, safe educational experiences for our pupils. Aspects of good practice are provided and attention is drawn to the important processes of planning and preparation. The management and organisation is examined and the importance of review and evaluation identified. Particular attention needs to be given to the notification and authorisation procedures for certain visits and activities, which need to be provided in writing in advance of the visits and activities taking place. Following the procedures and advice in the handbook will aid those responsible for providing activities and visits to ensure that provision is as safe as it can be, as well as reassuring parents and others, that the welfare of their children is paramount to those planning such activities.

***Employees and any other responsible persons are required to comply with this guidance and that pertaining to the Staff Handbook. Failure to do so could constitute a disciplinary offence and may also breach Insurance requirements.***

**This policy should be read and used in conjunction with the Hatton Academies Trust Educational Visits & Learning Outside The Classroom Handbook.**



National guidance for educational trips and visits is available from the Outdoor Education Advisers Panel [www.oeapng.info](http://www.oeapng.info)