



## Educational Visits Policy

### Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Academy Council will review the policy annually, unless there are significant legislative changes in the interim period.

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## 1. Aims and purpose

### **At Kibworth Mead Academy we believe that:**

Far from simply being an excuse to escape from school surroundings, well-planned and organised school trips or visits are an excellent way to expand on educational opportunities by taking learning beyond the classroom. They provide a variety of 'real-life' opportunities for our students enabling them to achieve a fuller understanding of the world around them through direct experience.

***'Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.'***

(Health and Safety of Pupils on Educational Visits, DfE, 1998)

In conjunction with LA and DfE advice and guidelines on visits, Kibworth Mead Academy adheres to the following procedures for all educational visits.

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the students.

***'No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless.'***

(Health and Safety of Pupils on Educational Visits, DfE, 1998)

## 2. Guidelines

**The following guidelines support the planning and implementation of educational visits organised at Kibworth Mead Academy.**

- Health and Safety on Educational Visits, November 2018
- Outdoor Education Advisers' Panel (OEAP)
- Safer adventure travel and volunteering overseas, Foreign and Commonwealth Office

## 3. Responsibilities

**In relation to all educational trips and visits the Principal will endeavour to ensure that:**

- All visits comply with regulations and guidelines provided by the academy's Health and Safety policy.
- A competent group leader has been appointed, who is able to monitor the risks throughout the visit.
- All necessary actions have been completed before the visit begins.
- Risk assessments are complete and appropriate safety measures are in place.
- Supervisors on the visit are capable people trained to supervise pupils and have appropriate clearance.
- Families have signed consent forms.
- Arrangements have been made for the medical needs and special educational needs of all the students.
- The mode of travel is appropriate.
- Travel times including departure and arrival back at school are known to parents/carers.
- There is adequate and relevant insurance cover.
- The address and phone number of the visit's venue as well as contact details are left in the office prior to departing school.
- Office staff have the names of all the adults and students in the travelling group, and the contact details of families and the staff and volunteers' next of kin.

**In relation to an educational trip the group leader is responsible for the overall organisation, supervision and conduct of the visit and should ensure that:**

- The Principal's prior agreement before any off-site visit takes place has been obtained.
- A deputy has been appointed in case of illness or incident requiring hospital treatment.
- The planning and preparation of the visit including the briefing of group members and families has been completed.
- Comprehensive risk assessments have been completed and countersigned by the Educational Visits Coordinator and Principal.
- The ratio of supervisors to pupils is appropriate for the needs of the group and adheres to DfE guidelines.
- They have regard for the health and safety of the group at all times and consider stopping the visit if the risk to the health and safety of the students becomes unacceptable.
- All supervisors have details of the group leaders and school contact.
- In a briefing meeting prior to the visit the group leader should identify and discuss with the students' expectations in relation to their behaviour and their responsibilities.

**Students on the visit should:**

- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt anyone in the group and tell the group leader about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. **The curricular aims of the visit for these students should be fulfilled in other ways.**

The group leader should ensure that **families** are given information about the purpose and details of the visit and are invited to any briefing sessions for residential visits.

Special arrangements may be necessary for parents/carers for whom English is a second language.

**The role and responsibilities of the Educational Visits Co-ordinator at Kibworth Mead Academy include:**

- To keep up to date with all relevant national policy and best practice, through necessary training.
- To ensure all trips have the necessary Evolve process completed in a timely manner, including comprehensive risk assessments, and submitted to the LA as appropriate i.e. residential or dangerous pursuits.
- To approve visits, alongside Principal, and upload relevant copies to the LA using EVOLVE if approval is required.
- To ensure the 'Trips Procedure' is kept up to date, shared with staff and readily available for ongoing reference (see appendix 1).
- To ensure that group leaders and staff helping on trips are competent.
- To liaise with group leaders over completion of risk assessments.
- Ensure Disclosure and Barring Service (DBS) checks are in place.
- Ensure the issues identified on any preliminary visit have been resolved within the risk assessment.
- Ensure accreditation / verification of providers has been checked.
- Ensure correct ratio of adults to students and first aid supervision in place.
- Ensure transport and accommodation arrangements meet standards required by the LA.
- To keep copies of accident or incident reports.
- Review systems and, on occasion, monitor and evaluate practise.

## **4. Planning off-site visits**

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful and rigorous planning takes place. This involves considering the dangers and difficulties, which may arise and making plans to avoid them.

### **Exploratory visit**

**Wherever possible the group leader should undertake an exploratory visit in order to:**

- Ensure that the venue is suitable to meet the aims and objectives of the school visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and students in the group.
- Ensure that the group leader is familiar with the area before taking a party of students.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group, and to gather generic risk assessments.

### **Risk Assessment**

**A comprehensive risk assessment should always be carried out before setting off on a visit. This should include the following considerations:**

- What are the risks?
- Who will be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to pupils for this visit?

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if students are in danger.

**The group leader should take the following factors into consideration when assessing the risks:**

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualifications of supervisory staff.
- Students with special educational needs and disabilities, or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions such as weather.

### **First Aid**

A qualified first-aider should be available and accessible at all times on an educational visit.

### **Supervision**

It is important to have a sufficient ratio of adult supervisors to students for any off-site visit.

**The factors to take into consideration include:**

- Gender, age and ability of the group.
- Students with special educational needs and disabilities, or medical needs.
- Nature of activities.
- Type of any accommodation.

**There should always be enough supervisors to cope effectively with an emergency.** Where a high adult: student ratio is required, it is not always feasible to use school staff alone. Family members with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the student group.

**For the protection of both adults and students, all adult supervisors should ensure that they are not alone in a one to one situation with a student.**

Whatever the length and nature of the visit, regular head counting of students should take place. The group leader should establish rendezvous points and tell students what to do if they become separated from the party.

#### **Transport and students:**

**Students using transport on a visit should be made aware of basic safety rules including:**

- Wear seatbelt and stay seated while travelling on transport.
- Never throw things out of the transport vehicle's windows.
- Stay clear of automatic doors / manual doors after boarding or leaving the transport.
- After leaving the vehicle, always wait for it to move off before crossing the road.

#### **Students with special educational needs and disabilities and medical needs:**

The Principal will not exclude students with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures that need to be addressed at the planning stage.

#### **Communicating with Families:**

**The following information on matters that might affect student's health and safety is useful to families and should be included in letter to families prior to a visit:**

- Dates of the visit.
- Times of departure and return.
- Mode(s) of travel.
- Names of leader, or other staff and of other accompanying adults.
- Visit's objectives.
- Details of the activities planned.
- Money to be taken.
- Details of accommodation with security and supervisory arrangements on site.
- Clothing and equipment to be taken.

#### **Parental consent:**

**Kibworth Mead Academy will seek consent for all educational visits.** If parents/carers withhold consent absolutely the student will not be taken on the visit, but the curricular aims of the visit should be delivered to the student in some other way, wherever possible.

### **Residential visits:**

Approval and guidance for all residential visits must be obtained from the LA.

#### **In relation to hostels and hotels the following needs to be considered:**

- The group leader should ideally have adjoining rooms with staff quarters next to the students' - staff will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance.
- The immediate accommodation area should be exclusively for the use of the group.
- Access by staff to student rooms must be always available.
- Separate male and female sleeping areas for students and adults.
- Ensure that the whole party are aware of the layout of the accommodation, its fire precautions/exits, its regulations, and routing, and that everyone can identify key personnel.
- Security arrangements - where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- Ensure that locks/shutters etc. work on all the rooms used by the group.
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables.
- Adequate lighting - it is advisable to take torches.
- Provision for sick, disabled students or those with special needs.
- Safety in rooms (electrical connections, secure balconies).

### **Coastal visits:**

**There are many dangers on the coast and the group leader should bear the following points in mind in the risk assessment of a coastal activity:**

- Tides and sandbanks are potential hazards so timings and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Look out for hazards such as glass, barbed wire and sewage outflows.
- Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds.
- The group should keep to designated path ways all times.

**Paddling in the sea or other natural waters are potentially dangerous activities for a school group. Advice should be sort from the LA about any such activity.**

### **Farm visits:**

Taking pupils to a farm should be very carefully planned, and the risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with e-coli, food poisoning and other infections.

The proposed farm needs to be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

#### **The basic rules for a farm visit indicate that students should not:**

- Place their faces against the animals or their hands in their mouths after feeding them.
- Sample any animal foodstuffs.
- Drink from farm taps (other than in designated public facilities)
- Ride on tractors or other machines.
- Play in the farm area.

## **5. Trips Procedure**

Refer to appendix 1, for the Trips Procedure, which should be adhered to fully for all educational visits.

## **6. Emergency Procedures**

### **Introduction**

Despite good planning and organisation there may be accidents and emergencies, which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is to be used for communication amongst members of staff and for contacting school.

Activity centres should have their own emergency procedures. If there is any doubt about the safety of the arrangements the trip should not take place.

### **Procedures**

Kibworth Mead Academy will appoint a member of the senior leadership team as the emergency contact for each visit. All major incidents should immediately be relayed to the school office, the office will then relay the problem to the senior leadership team, and especially those involving injury or that might attract media attention. For trips which go beyond the time of the school day, it is necessary for an out of hours mobile phone number for the senior leadership team member to be shared.

The group leader will leave full details of all students and accompanying adults on the visit with the office staff prior to leaving school premises, including the home contact details of families and next-of-kin. The group leader will also keep this list with them at all times during the trip.

All incidents and accidents occurring on a visit will be reported back through the school's reporting systems.

**The group leader should complete the following:**

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish the names of the injured and their extent, so far as possible, and ring 999. Also inform on-site first aiders.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured pupil/pupils to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all pupils and staff are accounted for.
- Control access to phones until contact is made with the Principal emergency contact point or designated senior member of Senior Leadership Team, and they had time to contact those directly involved.

**Incident details:**

**Details of the incident to be given to the Principal or designated member of senior leadership team include:**

- Name.
- Nature, date and time of incident.
- Location of incident.
- Details of injuries.
- Names and telephone numbers of those involved.
- Action taken so far.
- Telephone number for further contact.

**Serious Incidents:**

- For serious incidents where the media may be involved, the group leader or other party members must not discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.
- The Principal or designated senior member of the leadership team should arrange to contact families of those involved.
- **The group leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so.**
- A record should be kept of the names and addresses of any witnesses.
- Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers, the TMET Executive team should be informed as appropriate.



## KMA Trips Procedure

Thank you for considering running a trip. We appreciated the work that goes into running these and how valuable they are to students. Trips and experiences are important aspects of our curriculum and co-curriculum offer.

**All trips should be planned within a sufficient time frame to ensure full planning has been considered, cover has been planned, parents have time to make payment and Evolve to be completed.**

- **Residential Trips abroad or in the Uk – at least 9 months before to enable students to follow a payment plan.**
- **Adventurous day trips – 3 months prior to trip date, need LA approval.**
- **Day trips, low risk activities – 1 month prior to trip date.**

Below has been written to give you a timeline of events to follow for trips at Kibworth Mead Academy to happen. These stages must be consistently adhered to, ensuring each stage is complete before moving on the next.

This is written with the following principles in mind:

1. To ensure that the trip has been run safely and that reasonable measures have been put in place to minimise risks
2. The school fully supports the value and importance of any school trip in improving the educational experience for students. As such we want to support the running of trips.
3. To ensure that the running of a trip does not negatively impact upon the quality of education for those that remain within school.

## Procedure

Order	Event
1.	<p>Proposal of the trip to SLT.</p> <ol style="list-style-type: none"> <li>a. To do this you need to pass the proposal onto the relevant <b>SLT line manager</b>.</li> <li>b. They will raise the proposal at the weekly SLT meeting (normally run on a Tuesday).</li> <li>c. To support this proposal please provide: <ul style="list-style-type: none"> <li>• Purpose and nature of the trip</li> <li>• Suggested dates and times</li> <li>• Proposed student numbers</li> <li>• Proposed staffing numbers</li> <li>• Ideas to try and mitigate the impact upon school</li> <li>• Proposed costing</li> </ul> </li> </ol>
2.	<p>Feedback around the proposal</p> <ol style="list-style-type: none"> <li>a. The relevant member of SLT will feedback about the trip proposal, as soon as is reasonable possible, following the SLT meeting.</li> <li>b. If approved in principle, they will explain the steps below. If the trip is not approved the reasons for this will be explained, alongside the actions needed for this to potentially approved at a later date.</li> <li>c. Proposed trip to be put on calendar as soon as dates are confirmed</li> </ol>
3.	<p>Meetings to be arranged with the EVC (Educational Visits Co-ordinator) – <b>Helen Stockwell</b> and Academy manager – <b>Kate Clements</b></p> <p>Here the following details will be discussed:</p> <ol style="list-style-type: none"> <li>a. Risk assessments</li> <li>b. Staff ratios</li> </ol>

	<ul style="list-style-type: none"> <li>c. Finance including potential pupil premium subsidy (<b>Kate Clements</b>)</li> <li>d. Transportation</li> <li>e. Communication to parents and students</li> <li>f. Cover for trips</li> </ul>
4	<p>Meeting with member of SLT responsible for cover arrangements - <b>Helen Stockwell</b></p> <ul style="list-style-type: none"> <li>• Here exact dates will be discussed to consider implications on cover (this meeting can be combined with the above meeting about risk assessments etc)</li> </ul>
5	<p>Draft letter to be put together considering the meetings in steps 3 and 4 above using templates provided by <b>Helen Stockwell</b></p> <p>Letter to include:</p> <ul style="list-style-type: none"> <li>a. Dates and times of the trip</li> <li>b. Nature of the trip</li> <li>c. Costs involved – including how to pay and any deadlines</li> <li>d. Information regarding importance of behaviour in school, as this could affect attendance on the trip, in accordance with the school’s behaviour policy</li> <li>e. Process in the event of the trip being oversubscribed</li> <li>f. Details around Pupil Premium support</li> <li>g. Permission / medical slips where applicable.</li> <li>h. How students are to get home, if the trip is outside of school hours</li> </ul> <p>If you need support here, please speak to the EVC – <b>Helen Stockwell</b></p>
6	Draft letter to be sent to Vice Principal and Principal for approval ( <b>Pat Thompson, Steve Piggot</b> ).
7	Letter approved - this normally to be notified via email
8	<ul style="list-style-type: none"> <li>a. Arrange for the letter to be sent out to only students that are potentially to go on this trip. Please be clear with office staff about this.</li> <li>b. Finance team to set up MCAS only for these parents.</li> </ul>
9	Once the deadline for returns has passed assess the viability of the trip / staffing numbers, if necessary and review students who have applied- any behaviour concerns? Liaise with SLT/HoY as applicable.
10	<p>Ensure all necessary bookings have been made:</p> <ul style="list-style-type: none"> <li>a. Venues</li> <li>b. Transportation</li> </ul>
11	<p><b>At least 1 week in advance</b> (for residentials this is longer, 3 weeks– please consult with the EVC here) The trip is submitted onto Evolve:</p> <ul style="list-style-type: none"> <li>• Date and time of trip</li> <li>• Curriculum links</li> <li>• Location</li> <li>• Travel arrangements</li> <li>• Students</li> <li>• Staff</li> </ul> <p>and all necessary attachments are completed and uploaded:</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• first aid certificate</li> <li>• parental letter</li> <li>• itinerary</li> <li>• emergency contact details</li> </ul>

12	Approval of the trip from EVC and Principal or Vice Principal. If a residential trip approval from the LA also. This will happen through Evolve.  <b>Until this happens the trip cannot happen.</b>
13	Meeting with staff going on the trip to ensure they are aware of: <b>a.</b> Risk assessments – they must be clear of this <b>b.</b> Organisation and logistics of the trip
14	Where possible a meeting with students (parents for a residential- please liaise with SLT link) to ensure they are clear of: <b>a.</b> Risk assessments – they must be clear of this <b>b.</b> Organisation and logistics of the trip <b>c.</b> Expectations
15	Ensure First Aid kits/school mobile phone (where applicable) are booked and taken on the trip
16	Notify staff of students on the trip, so they can plan lessons in accordance with this information.
17	Order any packed lunches for students on Free School Meals/Inform Catering Manager how many students are on the trip
18	Pass over all packs for the trip to the member of SLT identified as the emergency contact, if the trip runs outside of the school day. If it runs within school hours this information is to be left with the office
19	On the day of the trip ensure you register all students and that the office and member of SLT responsible for the trip has a clear record of who is on the trip
20	Ensure you have passed over all details and have all the relevant paperwork before leaving for the trip: <b>a.</b> Emergency contact numbers <b>b.</b> Medication <b>c.</b> Free School Meals <b>d.</b> First Aid kits <b>e.</b> Itinerary <b>f.</b> Copies of the risk assessments
20	Ensure that <b>all aspects</b> of the risk assessments are followed during the trip. Continue to monitor the risks within the trip which could change e.g. weather and act accordingly. This could include changing activities taking into account the new risk level.
21	During the trip notify on progress, at regular intervals e.g arrival, departure the office or for trips outside of school hours the relevant member of SLT
22	Take images of the trip for publicity (being mindful of permissions- on bromcom) and send to person responsible for twitter- currently Pat Thompson
23	<b>a.</b> Upon return ensure that you are clear how all students are making their way home e.g collection or bus etc.. <b>b.</b> Make sure you follow these agreements with parents and if you are not sure keep the students with you and contact home.
24	Remain until every student has safely made their way home
25	Reflect upon the trip and where necessary make adjustments to the risk assessment for any future trip

Thank you if you have any questions at all please just ask a member of SLT.